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A MANUAL FOR TOWN CLERKS IN THE COMMONWEALTH OF MASSACHUSETTS

VOLUME 6

CENSUS
LISTS
CAMPAIGN FINANCE

Written by: MASSACHUSETTS TOWN CLERKS ASSOCIATION

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A
MANUAL FOR TOWN CLERKS IN THE COMMONWEALTH OF MASSACHUSETTS

VOLUME 6

CENSUS, LISTS,
CAMPAIGN AND POLITICAL FINANCE

Written by

Massachusetts Town Clerks' Association

Published by

Maurice A. Donahue
Institute for Governmental Services
University of Massachusetts

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September 1989

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1863

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FOREWORD

Work on the manual covering a town clerk's duties with respect to elections and related subjects, originally planned as Volume 3 of the series, was begun in the fall of 1977 with the establishment of various subcommittees of clerks interested in participating in the manual project. Following completion of the preliminary work, the subcommittees on voting, registration, census and campaign finance suspended operation for a time while Volume 1, covering vital records and Volume 2, covering a town clerk's duties other than vital records and elections were completed.

In the fall of 1984, the Volume 3 manual project was reactivated and since that time, has become Volumes 3, 4, 5 and 6. Volumes 3 and 4 were completed and published in 1986.

While Volumes 3 and 4 were being completed, the manual subcommittees on registration, census and campaign finance again took up their work. The intensive work of the registration subcommittee over the past three years has resulted in the publication of Volume 5.

During the same period, the intensive work of the subcommittees on census and campaign finance has resulted in the publication of this volume, the last in the series of town clerks' manuals.

I cannot complete my work on the manual project without expressing my personal gratitude to the many people who have participated in this project with me. The manuals could not have been completed without the excellent help of the entire Massachusetts Town Clerks Association, the 52 town clerks who served on committees, the more than 25 town clerks, city clerks and city election officials who were not committee members but who provided information and assistance, officials in more than 20 federal, state and county agencies who assisted by reviewing text, making suggestions and providing forms and information, the people in private businesses, and the staff of the Institute for Governmental Services, all of whom have made significant and valuable contributions to the project.

Betsey M. Powers, Editor
Town Clerk, Retired, Sudbury

ACKNOWLEDGEMENTS

The census and campaign finance subcommittees of the town clerks' manual committee express appreciation to those who have given much time and effort in making the publication of Volume 6 possible.

The cooperation of the Office of the Secretary of State should be given recognition. In particular, David E. Sullivan, Chief Legal Counsel, deserves our gratitude for the many hours he has given to the review of the text of Chapters 1 and 2 of this volume. His valuable suggestions made during many conferences over the past three years are greatly appreciated.

In addition, we thank Timothy B. Gassert, Director and Assistant Legal Counsel, Public Records Division and David G. Best, Public Records Analysts, Massachusetts Archives for their review of text and suggestions related to public records access and retention periods.

We have drawn heavily upon publications of the Office of the Secretary of State including the Election Resource Handbook, articles prepared for the Public Recorder and the many informational and instructional memos regularly provided to town clerks.

The Office of Campaign and Political Finance should also be given recognition for its excellent assistance on Chapter 3 of this volume. We thank William B. Sullivan, III, Deputy Director and Pamela L. Hamilton, Legal Counsel. Special thanks should be given to Bradley S. Balzer, Public Information/Public Finance Officer, for his many hours reviewing the entire text of Chapter 3 and for his valuable suggestions made during many conferences.

We have drawn heavily on the Regulations promulgated by the director, advisory opinions, interpretive bulletins and court cases related to campaign finance.

We also thank LHS Associates, Inc. and Data Professionals for their excellent assistance in providing information and many of the forms used as samples in Chapters 1 and 2 of this manual.

Many town clerks, not members of the manual subcommittees, should be thanked for responding generously to requests for help and for providing information and forms.

We acknowledge the valuable assistance of the staff at the Institute for Governmental Services at the University of Massachusetts in the editing and printing of the Town Clerks' Manual.

HOW TO USE THIS MANUAL

Throughout this manual many references will be made to the General Laws and to the Acts and Resolves of the Commonwealth and, in Chapter 3, to the Regulations promulgated by the director of campaign and political finance. These citations refer to specific items and indicate where further information pertaining to that topic may be found.

In order to conserve space, the following legend will be used throughout this manual.

- The General Laws of the Commonwealth

The first number denotes the chapter of the General Laws and numbers after the colon, the section of that particular chapter. For example: [51:4,14B] means Chapter 51, sections 4 and 14B of the General Laws.

- The Acts and Resolves

The first number denotes the year in which the act was passed and the second number the chapter. For example: [1986:517] is Chapter 517 of the Acts of 1986.

- Regulations promulgated by the director of campaign and political finance

The regulations promulgated by the director covering campaign and political finance are as follows:

970 CMR 1.00: Regulation of Campaign Finance Activity
970 CMR 2.00: Political Expenditures
970 CMR 3.00: Rules of Procedure

For example: [Regs. 2.05(2) (a)] would mean the director's regulations pertaining to political expenditures; the following number (2), the appropriate paragraph; and (a) the sub-paragraph where the citation will be found.

Public Records Access Regulations, 950 CMR 32.00, promulgated by the state secretary are given as full citations in most places where they occur.

- Advisory Opinions rendered by the director of campaign and political finance

The director's advisory opinions are cited as follows:

> [AO-83-19], AO meaning Advisory Opinion, followed by the year in which rendered (1983), and the number of the opinion (19) rendered during that year.

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CENSUS

I. HISTORY

Census taking dates back to ancient times, at least to about 1,000 B.C. when events related to a census were recorded in the Old Testament of the Bible, I Chronicles 21. In this account, a census was ordered by King David upon being provoked by Satan. He commanded Joab to *number Israel from Beersheba even to Dan; and bring the number of them to me, that I may know it.* Joab went throughout all Israel and reported that the number was *a thousand thousand and an hundred thousand men that drew sword.* However, he neglected to count the tribes of Levi and Benjamin for the king's order to number Israel *was abominable to Joab.*

Unfortunately, the numbering of Israel displeased God, who *smote Israel: and there fell of Israel seventy thousand men.* King David, however, managed to prevent God's destruction of Jerusalem by repenting of his evil and, upon the command of the angel of the Lord, built *an altar unto the Lord at the threshingfloor of Ornan the Jebusite.*

II. FEDERAL CENSUS

In the United States, the first federal census was taken in 1790 as directed by Article I, Section 2 of the United States Constitution for the purpose of apportioning the representatives in Congress among the several states. A federal census has been taken every 10 years since 1790 in accordance with the Constitution.

The census is conducted and the information compiled and reported under the direction of the federal Census Bureau in the Department of Commerce. Since town clerks have no statutory responsibilities in connection with a federal census, it has not been covered in this manual. For information, contact the United States Census Bureau, 10 Causeway Street, Room 553, Boston 02222-1084, 617-565-7200.

III. STATE CENSUS

In Massachusetts, a census of the inhabitants dates back at least to 1764 when, under Chapter 28 of the Province Laws of 1764-65, the General Court ordered

> *that the selectmen of each town and district in this province, chosen for the year 1764, do, as soon as conveniently may be, take an exact account of the number of dwelling-houses, families and people, of their respective towns and districts, including as well Indians civilized, negroes and mulattoes, as white people; and females as well as males;*

The census report to be made to the secretary's office by the last day of December, 1764 was to list separately the number of people under and above 16 years old. In each age category, males and females were to be listed separately and a separate listing for whites, negroes/mulattoes and Indians was required. In addition, the number of families and the number of houses had to be reported.

In 1775-76, the American Congress recommended to the several assemblies, conventions, councils and committees of safety of the respective colonies, that they ascertain the number of their inhabitants. Chapter 16 of the Massachusetts Province Laws of 1775-76 required that the selectmen chosen for the year 1776 take an exact count of the number of inhabitants of all ages, including negroes and mulattoes (distinguishing the number of each), resident in their respective towns and belonging to this colony on the twentieth day of March aforesaid, and all soldiers and seamen in the service of the Continent, or of this colony, who are to be considered inhabitants of the towns to which they belonged, respectively, when they entered the said services, and that they shall make return of the same to the secretary's office of this colony on or before the last day of June next.

NOTE: The 1776 census may have been taken in all the colonies and if so, could be considered the forerunner of the federal rather than the state census.

In 1780, under the Massachusetts Constitution, Part the Second, Chapter 1, Section III, the number of representatives in the General Court to be elected from each town depended upon the number of *ratable polls*, persons assessed for a poll or head tax. However, the state senators were to be elected by districts, the number from each district based upon the proportion of the public taxes paid.

It was not until 1836, under Amendment Article 12, that a census of ratable polls was required *In order to provide for a representation of the citizens of this commonwealth, founded upon the principles of equality.* Such a census was to be taken in 1837 and every 10th year thereafter and used to determine the number of representatives to be elected from each town.

Under Amendment Article 13, another state census was required to be conducted in 1840 and every 10th year thereafter. However, this census required that the number of inhabitants of each city or town be counted instead of the *ratable polls.* The number of senators to be elected from each district and the number of representatives to be elected from each city and town was then based upon the proportion of inhabitants.

There have been several articles of amendment related to the state census passed since 1840. A recent amendment, Amend. Art. 101, passed at the state election of 1974, decreased the number of representatives in the General Court from 240 to 160 and required a state census of the inhabitants in 1975 and every 10th year thereafter.

For the purposes of the state census, a person was deemed to be an inhabitant of the city or town *where he dwelleth or hath his home*, that is, where he had his legal domicil, consideration being given to the intent of the individual.

However, under the latest amendment, Amend. Art. 109, passed at the state election of 1978, the definition of inhabitant for state census purposes was changed to read as follows:

> *every person shall be considered an inhabitant of the city or town of his usual place of residence in accordance with standards used by the United States from time to time in conducting the federal census.*

At the present time, state senators and representatives and governor's councilors are elected by districts. The basis upon which the districts are formed remains the number of inhabitants as determined by the state census and reported to the state secretary. The districts established following a state census remain in effect until after the next decennial census.

The most recent state census was taken in 1985. While local responsibility for taking that census in a town rested with the selectmen, the town clerk was directly involved, either as municipal census supervisor appointed by the selectmen and responsible for directing the state census in his own town, or as a member of and clerk to the board of registrars required to provide services and facilities to assist in taking the census. [9:7]

Since the next state census will not take place until 1995, unless the Massachusetts Constitution is amended in the meantime, details of procedures have not been included in this manual. Instructions and necessary forms will be provided by the state secretary and information will be sent to each town well before the census is to begin.

The general law provisions governing the decennial state census are now found in 9:7-9A. The requirements for establishing or revising precincts in towns based upon the state census are found in 54:6-10.

The precincts established or revised in a town following a state census may not be changed until after the next state census. However, the former precincts must be used for the state primary and election held following a state census but before the new state representative districts have been established.

The selectmen may order that the new precincts are in effect for town primaries, preliminaries and elections held at any time after the new precincts have been established. If the town's special act requires it, the selectmen must so order. [54:9A]

For further information on the state census, contact the Office of the Secretary of State, Census Division, One Ashburton Place, 17th Floor, Boston, 02108, 617-727-2846.

IV. ANNUAL TOWN CENSUS

A. HISTORY

In the 1600's, voting rights were based upon the valuation of a person's property. [Province Laws of 1692-93, Chapter 28] In 1742-43, the assessors were responsible for preparing the list of valuations for the year. An attested copy of this list had to be lodged with the town clerk and used to resolve any disputes with respect to a person's right to vote. [Province Laws 1742-43, Chapter 28]

By 1860, qualifications for voting had changed to include residing in the commonwealth for one year and within the town for six months and having paid a state or county tax within two years next preceding the election at which a person wished to vote. The tax collector was required to prepare a list of the persons who had paid their taxes and from that list, the selectmen prepared the voting list. [General Statutes of 1860, Chapter 6]

By 1890, provision had been added to the law that a woman, who had the qualifications for voting and who had paid a state, county or town tax assessed upon her, was entitled to vote for members of the school committee. In addition, a town census was required to be taken under Chapter 423, section 11 of the Acts of 1890 as follows:

> *The assessors of taxes in person or by their assistant assessors, shall in the month of May or June in each year, visit each dwelling-house or building in*

> *their respective cities or towns, and shall make true lists of all male persons twenty years of age and upwards, liable to be assessed for a poll tax, returned to them by the owners or occupants of such dwelling-houses or buildings as residing therein, and also of all women twenty years of age or upwards, who shall in writing over their own signatures request the assessors to assess them for a poll tax, and it shall be the duty of the assessors to inquire at each such dwelling-house or building for such written requests for assessment.*

The assessors had to *ascertain, as nearly as possible* and include in the list, the age and occupation of all persons liable or desiring to be assessed for a poll tax together with their residences and voting precincts on the first day of May of the current and preceding years. The list, or a certified copy, had to be furnished to the registrars of voters before the 15th day of July. The assessors and the collector of taxes also had to furnish any further information necessary to aid the registrars and assistant registrars in the discharge of their respective duties since by 1890, the registrars were responsible for making and keeping a list of all persons eligible to vote.

Provisions similar to those contained in 1890:423 with respect to the annual town census appeared in the Tercentenary Edition of the General Laws of 1932 under Chapter 51.

The General Laws related to the annual town census have been amended several times since 1932. The significant changes are as follows:

- 1938:440 transferred the responsibility for conducting the census and preparing the related lists from the assessors to the board of registrars.

- By 1947, the time for taking the census had been changed to January or February. In addition, if a person were not a U.S. citizen, his nationality had to be obtained and listed.

- 1955:67 required that a resident's age or date of birth be obtained in the census.

- 1963:160 deleted the reference to being assessed from 51:4 and also abolished the poll tax.

  NOTE: In 1962, Congress proposed an amendment to the federal Constitution to eliminate paying a poll or other tax as a qualification to vote for federal officers. This proposal became the 24th Amendment certified as adopted in February of 1964.

- 1971:382 changed the minimum age of persons to be included in the census from 20 to 17 years since the age qualification for registering to vote had been changed from 21 to 18.

- 1974:113 permitted the census to be taken by mail or telephone as well as by visitation. The first sentence of 51:4 was amended to read in part *Registrars... shall visit or communicate with the residents of every building in their respective cities or towns...*

- 1977:829 required that a warning that failure to respond may result in removal from the voting list be printed on postcards, envelopes and printed material used in taking the census by mail.

- 1977:367 again changed the minimum age of residents to be included in the census from 17 to 3 years to accommodate the requirement of obtaining information for lists to be provided to school departments. It also added the provisions for having the school department assume part of the costs of the annual town census.

- 1980:269 eliminated the alternative of obtaining either age or date of birth of residents. By that time, the full date of birth was required in connection with the preparation of juror lists under the new jury selection system. (see TOWN BUSINESS, IX. JUROR SELECTION in Volume 2 of this series)

Having his name entered on the census list or street list no longer has a direct bearing on a person's right to register as a voter. Neither having an estate of a certain value nor paying a poll tax are now qualifications for voter registration and durational residence requirements were abolished in 1972. [1972:587] A person may register whether or not he is assessed in the town and does not have to prove residence of any specific duration. However, a voter's name is dropped from the voting list if it does not appear on the current year's census report.

The information obtained from the census is used directly in preparing the street list, the annual register of voters and in updating the voting list. It is also used in preparing the school list, the list of dog owners and the lists required by the juror selection system. It may also be used to establish eligibility for residents' tuition at state colleges, for veterans' benefits from the town, for senior citizen programs and other benefits.

B. RESPONSIBILITY FOR CONDUCTING [51:4,14A,14B,22]

1. Registrars/Election Commissions [51:4,14B]

Registrars or boards having similar duties under any special or general law, such as a board of election commissioners, have the statutory responsibility for conducting the annual town census. [51:4] In towns in which the duty of listing residents is performed by officers other than registrars or assistant registrars, the provisions of Chapter 51 relative to registrars and assistant registrars shall apply to such officers when performing like duties, except as otherwise expressly provided in any special law. [51:14B] If your town has an election commission or other board which is responsible for conducting the census, substitute that commission or board for registrars in the following.

In some towns, the registrars themselves conduct the census, obtaining and processing the required information.

In many towns, particularly the larger towns, the town clerk and the town clerk's/registrars' office staff actually do the work and/or supervise other persons hired specifically for the census. Questions related to whether or not a person should be listed as a resident should be determined by the board of registrars, not unilaterally by the town clerk, unless by a formal vote at a duly called and posted meeting, the board has established guidelines and authorized the town clerk to make such decisions. However, if a specific case does not fall within the guidelines, it should be determined by the vote of the board.

2. Assistance

The General Laws specifically provide that the registrars may obtain assistance for the purpose of conducting the census. Assistance is not limited to visiting the houses to obtain census information but may include telephoning, preparing census forms, notices and follow-up letters and other work in processing the information and preparing related lists.

a. assistant registrars [51:22]

Assistant registrars appointed for a term of one year or temporary assistant registrars appointed from time to time under 51:22 may assist the registrars in taking the census. In that case, the persons appointed must equally represent the different political parties. (see BOARDS OF REGISTRARS AND ELECTION COMMISSIONS, E. ASSISTANT REGISTRARS in Volume 5 of this series)

b. town officers or employees [51:14A]

51:14A provides that the registrars may obtain the assistance of other town officers or employees, specifically the police department, supervisors of school attendance and assessors. They may also obtain the assistance of other suitable officers and employees of the town. In some towns, fire department personnel or postal employees take the census.

In some towns, the selectmen's approval is obtained if the officers or employees are under the jurisdiction of the selectmen. The approval of the school committee is obtained if the assistance of a supervisor of school attendance is needed. A written request is sent each year, usually in December, and a copy of the selectmen's or school committee's vote is filed in the town clerk's/registrars' office to establish a record that the person performing the duties is properly authorized.

In other towns, assistance is requested less formally. For example, the town clerk may telephone or visit the police chief before the census begins to discuss the assistance needed and the schedule of work. (see IV. G. 1. Preparing for the Census on page 14 for information on assistance from town departments and officers in updating census records)

c. others [51:14A]

51:14A also provides that the registrars may employ any other qualified persons to assist in taking the census. Usually those hired for census work are town residents and registered voters, but the General Laws do not specify any qualifications. Persons hired to assist with the census under this provision of the General Laws do not need to meet party enrollment requirements.

In some towns, members of civic organizations volunteer to assist in taking the census and in processing the information.

C. WHEN TAKEN [51:4,14B]

51:4 requires that the registrars shall visit or communicate with the residents of every building in their respective towns annually in January or February.

NOTE: If any provision of Chapter 51 contains a date for the performance of an official act by a board of registrars, a registrar or assistant registrar, and by special law a different date is fixed for the performance of such act in any town, the earlier of such dates in that town shall prevail over the later date. [51:14B]

In some towns, the census takers start visiting houses or the census forms are mailed in late December. In other towns, the census begins immediately after the New Year's holiday.

However, the information collected must be accurate as of January first in each year. [51:4] If April first is stated in any town's special law as the date on which the legal residence of any person shall be determined, such residence shall be determined as of January first instead of April first. [51:14B]

D. INFORMATION TO BE COLLECTED [51:4; 140:150; 234A:10]

1. Required by 51:4

51:4 requires the registrars to obtain the following information for each resident who must be listed:

- name
- date of birth
- occupation
- nationality, if not a U.S. citizen
- residence on January first in the current year
- residence on January first in the preceding year

2. Required by Jury Selection Law [234A:10]

234A:10 requires that the following information be included in the numbered resident list:

- sequence number
- name
- address
- date of birth
- sex
- occupation

All the above information except sequence number and sex is required to be obtained during the census by 51:4. The sex of each resident should also be obtained so that the numbered resident list can be prepared from census information. (see LISTS, V. JUROR LISTS on page 179) A sequence number is assigned to each resident either by hand or by computer after the information is compiled in the correct order.

3. Number of Dogs [140:150]

140:150 requires that the officers in charge of conducting the annual town census, shall make a list of all dogs owned by the inhabitants of the town at the time of making the list of persons or street list. The information on dogs is obtained during the annual town census. In some towns, only the number of dogs in each household is obtained. In other towns, the sex of each dog, male or neutered male, female or spayed female is obtained.

4. Other Information

In many towns, additional information not required by any law is obtained during the annual town census. However, it should be remembered that an informant is not required to give such information and in some cases, such information may not be a public record. (see IV. D. 4. f. school department on page 9)

a. head of household

The informant in each household may be requested to designate one adult as the head of household. However, a different designation may be used or a code assigned when processing census information in the office since some informants object to the term head of household. This designation is usually used to prepare labels for mailing various town publications and notices.

b. voter status

The informant may be asked to indicate the voter status, including party enrollment, of members of the household. Any changes entered on the census report are checked against the registration and party enrollment records in the office.

However, if the voter status is not requested during the census, it is determined and entered on the required lists from registration and party enrollment records in the office.

c. date of residency

In some towns, the date the person became a resident of the town is obtained for new residents during the census. However, usually only the year is entered in the new census list under a heading such as *TD* for *town date* and is carried forward each year. Including this information avoids having to search back through street lists to determine how long a person has been a resident.

d. veterans

Information on whether or not a resident is a veteran may be obtained during the census and this information provided to the veterans' agent.

e. telephone number

The telephone number of each household may be requested. Having the number recorded on census cards or forms may save considerable time during a follow-up in the current year and, if retained in the records, during the next census.

f. school department

In many towns, the school department requests that information, in addition to that required by 51:4, be obtained during the census for residents 3 through 21 years of age. Such information sometimes includes the name of the school attended, the grade and whether or not a person has a high school diploma. Information such as the name of the school and whether or not a person has a high school diploma may indicate that the person is receiving special education or has special needs under Chapter 766, the Special Education Law. Such information is not a public record and must be treated as confidential. Care should be taken in how this information is obtained and handled. (see IV. N. PUBLIC RECORDS on page 80)

NOTE: The secretary of state and the commissioner of education, in a memo dated August 16, 1988 sent to city and town clerks and superintendents of schools, recommend that only the information authorized to be obtained by 51:4 and 140:150 be requested on the census forms. (Also the sex of each person should be obtained under 234A:10.) Once the school committee receives the list containing the name and age of each person 3 through 21 years of age, it must compare the list to that of the prior year, the enrollment in the public schools and the enrollment in non-public schools. If a person of compulsory school age (six to sixteen) is not enrolled in any school or approved alternative program, a follow-up visit must be conducted by a person capable of recognizing limited English-speaking ability and special educational needs. The confidentiality of information related to children having limited English-speaking ability or special educational needs is protected by state statutes and regulations. The memo contains the recommendation that census forms be corrected if they ask for information beyond that authorized by the General Laws and/or information related to a student's language or special needs.

g. town departments

Sometimes another town department, such as the library or planning board, the housing authority, water or public works department, requests that information related to its projects be obtained during the town census. Whether or not such information is obtained should be determined by the registrars.

In some towns, such information is never obtained during the census but in other towns, census takers ask for the information. A questionnaire or survey may be distributed by census takers or included with the census-by-mail form, leaving it up to the household to decide whether or not to complete and return it.

E. RESIDENTS TO LIST [51:4]

1. Age

All residents of the town, 3 years old and older, must be included in the *true lists* to be prepared under 51:4 and required information on all of these residents should be collected during the census.

In some towns, the census included only residents 20 years old and older prior to 1971, the minimum age specified in the General Laws at that time. Under 1971:382, residents 17 through 19 years of age were added and under 1977:367, residents 3 through 16 years of age were added.

In other towns, all residents, regardless of age, have been included in the census for many years even though including residents under the minimum age specified in the General Laws is optional.

2. Residence

Residence for census listing purposes is not necessarily the same as residence for voting purposes. The registrars should not attempt to decide questions relative to residence for voting purposes while conducting the census or when preparing the new census list.

For voter registration, a person signs his affidavit under the penalties of perjury that he considers the residence entered on the affidavit to be his home. [51:36] In addition, there are procedures for investigating the various circumstances supporting a person's intention to remain in the town at least for a time. [51:47B-49] (see VOTER REGISTRATION, L. COMPLAINTS - ILLEGAL OR INCORRECT REGISTRATION in Volume 5 of this series)

There are no such procedures related to the census.

NOTE: The registrars may require that a census by mail form be signed under the penalties of perjury. [51:4; 1986:517] However, the person who signs the form is attesting only that the information entered is true, not that any person listed considers the residence to be his home.

The Elections Division recommends that persons be included in the census list if they live and sleep in the town even part of the time. The use of this standard will insure inclusion of every person who is also a resident for voting purposes.

In addition, a person should be listed if the registrars know he is a resident from sources other than the census, even if the person did not respond to the registrars' inquiries made during the census. Other sources might include a neighbor, water or light department records, occupancy permits, information from the assessors' office, etc. (see IV. G. 1. a. update census records on page 14)

In general, any one actually living in the town should be included. However, there are special circumstances to be considered as follows:

a. group quarters

In most towns, persons living in group quarters, such as nursing or rest homes, college housing, such as fraternities and dormitories, lodging houses, apartments, etc. are considered residents for the purpose of the census. If they have registered to vote or are listed in the census report prepared and provided by the group quarters informant under 51:10A, they must be included. (see IV. F. WHO PROVIDES INFORMATION on page 13 and IV. J. GROUP QUARTERS on page 52)

However, persons in correctional, mental health institutions or public health facilities, are usually not listed because their privacy is a significant consideration. (see 4:7(26)(c); 6:167,172; 66A, the Fair Information Practices Act; and 214:1B. See also list of institutions on pages 84-86) In towns having such an institution, only persons who ask to be listed or who are registered voters or employees living on the grounds are included in the census. The privacy interest of a registered voter is negated by the necessary appearance of his name on the voting list.

NOTE: School age children at the state institutions are listed by the Bureau of Institutional Schools and are not to be included in the school list required under 51:4.

b. out-of-town health care facilities [51:38]

If a person who has registered to vote is currently in a hospital, sanitorium, rest home, convalescent or nursing home in another town, he should be included in the census unless he has established residence in the town in which he is currently located. Ordinarily, he should be listed in your town unless a notice of registration elsewhere has been received. A person may be included on the census list in two different towns, but his name will be on the voting list in only one town.

On occasion, the current occupants of a house object to having a person in a health care facility listed at their address, particularly if that person is not a member of the family. In that case, the person in the facility may be listed at the address with an asterisk added to the house number or name. For example, the current occupants are listed at 50 Winter Street. List the person in the health care facility at 50* Winter Street.

c. military or merchant marine personnel

Persons who are away from home on duty in the military or merchant marine services should be included in the census even if they have been away for some years, unless they have registered to vote elsewhere.

d. students

Children who are away from home at boarding schools or colleges should be included in the census unless they have registered to vote elsewhere. Some students may be included on the census list in two different towns at the same time.

e. persons recently deceased

If a person has recently died at the time the census is being taken, but was alive on January first of the current year, he should be listed.

f. persons living in non-residential buildings

If a person is actually living in a business or industrial building, he should be listed even if the building may not be used as a dwelling under the town bylaws, no variance can be found to permit such use and the owner states that no one lives there. The question of whether or not a person should be living there is for the zoning enforcement agent to determine.

g. homeless persons

If a homeless person is living in a place with an identifiable address, such as a homeless shelter or an abandoned building, he should be listed where the building is located. If he has no identifiable address, such as a park bench, he may be listed in a shelter where he stays from time to time and can receive mail or at his last residential address, if in your town. (see *The Public Recorder*, September 1987)

h. part-time residents

In most towns, persons who live in the town for only two or three months of the year, usually in the summer, are not included on the census list. However, if a person has residences in two different towns and divides his time fairly equally between the two, he may be included on the census list in both towns.

If a person actually lives in your town during the school year, for example, but has registered to vote and registered his car in another town or state, he should be included on your census list.

NOTE: On occasion, a person states that he does not want to be listed. In this case, if he actually lives in the town, he must be listed in spite of his wishes.

NOTE: For the sole purpose of dividing a town into precincts and of apportioning representation in any elected municipal body, no inhabitant of a college or university, correctional institution, health care or mental health facility, military reservation or other institution shall be counted, unless such inhabitant is a registered voter in the town. [54:6; 1987:115; 1988:296]

However, this prohibition does not relate to conducting the annual town census or preparing the census list.

F. WHO PROVIDES INFORMATION

For a single dwelling unit or an apartment complex having less than 8 dwelling units, the occupant(s) of the unit provide the information required to be collected during the census. In some towns, census takers are instructed to obtain census information only from an adult in the household to insure accuracy and completeness. Usually the informant is a parent or guardian, but he may be a grandparent, a person who regularly cares for the children or a housekeeper.

In other towns, census takers are instructed to obtain information from whoever is at home when they visit. If a minor child is the only person there, he or she may be able to tell the census taker the names of everyone living in the house. If the family were previous listed, this will verify that the family members still live in the town. If the family is new, the required information will need to be obtained during the follow-up.

NOTE: A census-by-mail form should be signed by an adult member of the household.

For other residential buildings, the following persons must provide, on forms prepared and provided by the registrars, the information for the residents who live in the buildings: [51:10A] See also IV. J. GROUP QUARTERS on page 52.

- inns licensed under Chapter 140, G.L: the person who holds the license.

- lodging house or public lodging house licensed under Chapter 140, G.L.: the keeper.

NOTE: The selectmen must issue a license under Chapter 140 to innholders and keepers of lodging houses. If you do not know who the informant is, check with the selectmen's office.

- fraternity house and dormitory of an educational institution: the person in charge of the house or dorm. NOTE: Fraternity houses and dormitories are included in the definition of a lodging house in 51:10A.

- residential apartment complex of more than 8 rental dwelling units: the owner or his designated representative at the complex.

- condominium of any size: the president or principal officer of the condominium association.

- nursing or rest home: the administrator.

G. CENSUS BY VISITATION

Prior to 1974, all towns were required to conduct the census by having a registrar, assistant registrar or some other authorized person visit every building in the town to obtain the required information. (see 1974:113) At the present time, many towns still conduct the census using this method.

The General Laws do not specify the details of procedures to be used. The following are suggested:

1. Preparing for the Census

While the door-to-door visitation does not begin until the end of December or beginning of January, preparation for the census must start much earlier.

a. update census records

In many towns, the census takers are provided with pre-printed information for each person included in the previous year's census or known to be living in the town at the time the current year's census is being taken. In these towns, census records are usually updated regularly during the year. Residents who have died or registered elsewhere are deleted from the records and as many new residents as possible are added. Other known changes, including voter status and party enrollment, are usually also made.

The census takers verify the pre-printed information with the informant at each household and make any necessary corrections directly on the list or form being used.

(1) towns without data processing

In towns without data processing, forms designed to be used for a number of years are provided. For persons listed previously, the forms will contain the entries made by census takers in prior years. Such forms are called *multi-year forms* in this manual. (see sample forms on pages 87 and 88)

The forms for those residents who have died or registered elsewhere have been removed from the file. A new form is completed containing as much information as possible for each person known to have moved into the town. In some cases, only the name of one member of the household and the address is entered on the new form and the census taker must obtain the rest of the information.

Updating may continue until the time the forms must be organized in packets for the census takers, usually some time in December.

(2) towns with data processing

In towns with data processing, pages of a computer printout are provided to census takers. The printout is usually called the *master census list.* (see sample lists on pages 89 and 90)

If the town clerk's office has its own computer or a terminal, deletions, additions and corrections may be entered directly into the main census data file at any time during the year.

In towns using a data processing service bureau or the town data processing department, such changes are usually made on census update forms. (see sample forms on pages 91-94) In this manual, the term "service bureau" includes both a private service bureau and a town data processing department when there is no terminal in the town clerk's office.

Written instructions for completing and forwarding these forms are provided by the service bureau. Usually update forms may be sent to the service bureau at any time during the year.

In any case, updating will need to be discontinued in time to prepare the master census list. In addition, time will be required to separate the pages of the master census list and organize the material in packets for the census takers. It is recommended that you arrange with the service bureau long before the census is to begin, the schedule for all census data processing work and the preparation of all related lists. The schedule should be in writing and include the specific dates on which information is to be provided to the bureau and on which the related lists are to be available.

NOTE: The grade of each child, K through 11 may be updated by the service bureau at the time it prepares the master census list making it unnecessary for census takers to correct this information. In this case, grade 12 is usually deleted since it is assumed that the person is no longer in high school and information must be obtained.

(3) references for updating census records

The following may be used as reference for adding residents:

- new voters' affidavits of registration. Census information on all members of the household may be obtained from the new voter at the time he registers.
- copy of occupancy certificate available from building department
- home purchase records available from the assessors or from the *Banker & Tradesman* magazine
- birth certificates on file, if all residents regardless of age are included in the census
- records of visits to new residents made by the Welcome Wagon hostess
- water department or municipal light company records of new residents

- lists of new students prepared and provided by the school department soon after school begins in the fall

- list of new residents provided by the town's housing authority

- omitted voter certificates issued at the most recent election. (see AFTER ELECTION DAY, VII. PROCESS CERTIFICATES & NOTES in Volume 4 of this series)

- the postmaster in some towns provides the names and addresses of new residents and a list of post office box holders. Contact your postmaster for information.

  NOTE: In some towns, new residents are telephoned or contacted by mail to obtain census information on all members of the household as soon as possible after they are known to have moved into town.

The following may be used to delete names or correct information on listed residents:

- death certificates on file. In many towns, special care is taken to remove the deceased person's census card or form from the file or to remove his name from the master census list before the current census is taken.

- marriage certificates on file. Note, however, that a person's name should not be changed on the voting list until June 1st of the year following the change, unless he appears in person to request it. (see 51:2)

- notices of registration elsewhere received

- names and addresses of persons who have discontinued service may be available from water department or municipal light company. However, the name of a registered voter should not be deleted unless he has been sent the proper notice. (see 51:37,38)

- house sales records available from the assessors

- list of families who have moved prepared and provided by the school department in the fall

- list of persons who have moved provided by the town's housing authority

- party enrollment cards filed during the year

- certificates of error in party enrollment, name or address issued at the most recent election (see AFTER ELECTION DAY, VII. PROCESS CERTIFICATES &

NOTES and VIII. PROCESS PARTY CHANGES AFTER PRIMARIES in Volume 4 of this series)

b. prepare materials

In some towns, preparation of census materials begins early in September. In others, it begins in October or November. The materials used in the census vary among towns and depend somewhat upon whether or not data processing is used.

(1) new forms used each year (see samples on pages 95 and 96)

In some towns, a new census form is used for all residents whether or not they have been previously listed. The form is usually a 4 X 6 index card or an 8 1/2 X 11 sheet. Spaces are provided in which the census takers enter the information.

A separate form may be used for males and females, a different color for each. In addition, one type of form may be used for persons 17 years old and older and a separate school form used for listing all members of the household through 21 years of age. In that case, persons 17 through 21 years of age are listed on two forms.

The forms may be commercially printed or duplicated in the office. The number needed may be estimated by counting the number of forms in the previous year's census file.

(2) multi-year forms used (see samples on pages 87 and 88)

The multi-year forms used the previous year containing the information for listed residents will be in the census file. These forms will be used in the current census.

A supply of blank forms will be needed to record information on new residents. The number needed may be estimated by counting the number of new residents found the previous year.

Forms may be color coded, white for males, blue for females and yellow for children under 17 years of age, for example.

(3) master census list (see samples on pages 89 and 90)
see C. 7. a. (1) towns with data processing on page 14.

(4) new resident cards/forms (see sample form on page 97)

In towns using a multi-year census form, a blank form is used for a new resident.

In towns using a master census list, a separate card or form may be used to record information on each new resident since the name will not be printed on the master census list

New resident forms may be 4 X 6 index cards or 8 1/2 X 11 sheets, commercially printed or duplicated in the office.

The number of new resident forms may be estimated by counting the number of new residents found during the census the previous year, the number of new houses built during the year, occupancy permits, etc. If the forms are commercially printed, it is suggested that you obtain more than the estimated number. If the forms are duplicated in the office, additional forms may be prepared as needed while the census is being conducted.

In some towns, however, new residents are added on blanks lines available at the end of the street on the master census list. Or, an extra page of the list containing only the name of the town, precinct number, street code and street name is provided and the information for new residents is entered on this page. Census update forms may also be used and in this case, a supply of blank forms must be obtained.

(5) return card (see sample return card on page 97)

In some towns, each census taker is provided with a supply of cards to be left at each house if the residents cannot be contacted in person after one or more visits. These cards usually contain the census taker's name and telephone number and request that the occupant call to provide the information by telephone or to make an appointment for the census taker to visit the house again.

If a colored return card is used, the occupants will be more likely to notice it.

In some towns using a new census card for all residents each year, census cards are left at the house with a request that they be completed and returned to the office. A self-addressed stamped envelope may be provided.

NOTE: A return or census card should not be left in a resident's mailbox since doing so is prohibited by law or regulation. In addition, the resident may never see the card since the postal employee who finds it will return it to your office.

(6) time sheets (see sample time sheet on page 98)

If census takers are paid an hourly rate, each may be provided with a time sheet on which to record the dates and hours worked. In many towns, the time sheet contains space for one week's record since census takers are required to report at the office each week.

(7) mileage form (see sample form on page 98)

If the census takers are paid mileage in addition to regular pay, the form generally used by the town to accompany a voucher for mileage reimbursement may be provided to census takers. In some towns, the census taker simply writes the odometer readings on a piece of paper, signs it and turns it in with the number of hours worked.

(8) certificate of authorization (see sample certificate on page 99)

In some towns, each census taker is provided with a certificate containing his name and address stating that he has been authorized to take the census. The certificate is signed by the town clerk may contain the raised town seal. Such a certificate may be shown to any resident who questions the census taker's authority or who is hesitant to give information.

In other towns, a picture ID is provided to each census taker.

(9) name tags (see sample name tag on page 99)

It is suggested that each census taker be provided with a name tag similar to that provided to election officers at the polls. In some towns, a gold notarial seal with the embossed town seal is glued to the tag.

(10) town map

It is helpful to provide each census taker with a town map, or, that part of the town map showing the streets the census taker is to cover. The map may be outlined in red and glued to the clipboard or to a card. Such a map will be helpful to new census takers or those who are not familiar with their assigned area.

The engineering department or assessors' office may have prepared maps of the town, usually on 8 1/2" X 11" pages, showing all streets and all buildings on each street. The pages of the map showing the area he is to cover are provided to each census taker.

(11) copy of 51:4, 140:150 and 234A:10

A copy of the sections of the general laws requiring information to be obtained is provided to census takers. Should a resident question the reasons for or necessity of giving the information being requested, the census taker may show him the law.

NOTE: A copy of 56:4 providing penalties for refusing to give the information may also be provided. However, in many towns it is not since residents tend to become angry if the census taker mentions penalties. Census takers are simply instructed to notify the office of refusals.

(12) instruction sheet (see samples on pages 100-105)

In some towns, each census taker is provided with written instructions containing an outline of procedures, the office telephone number and the schedule for reporting to the office, etc.

NOTE: If there are group quarters in your town, a separate instruction sheet may be prepared for the owners, administrators, etc. who are required to collect census information under 51:10A. (see IV. J. GROUP QUARTERS on page 52)

(13) dog license information (see sample on page 106)

Census takers may be required to give the informant at each household having a dog, a card containing information on when and where to obtain a dog license.

(14) election calendar and information on registering to vote (see sample on page 107)

Each census taker may be provided with a copy of the annual town election calendar and information on registering to vote so that he will be able to answer questions, particularly from new residents. In presidential election years, information on the presidential primary may also be provided.

(15) letter from school committee (see sample letter on page 108)

In towns, in which information in addition to that required by 51:4 is being collected for the school department, the school committee may prepare a letter requesting town residents to cooperate with census takers. A copy of this letter is provided to each census taker in case questions arise concerning the information being requested. The letter should include the name and telephone number of the person in the school department who should be called in case the resident prefers to give the information directly to the school department rather than to a census taker.

(16) clipboards

Each census taker may be provided with a clipboard. Pages of master census list, forms, letters, copies of the law, maps etc. may be kept together on the board. In addition, the board provides a hard surface on which to write while standing at the door or in the hallway.

(17) loose-leaf notebooks

If the town uses 8 1/2 X 11 census forms, the supply of forms for each census taker may be placed in a three ring notebook to help keep materials in order. In addition, if new forms are used each year, the pages of the previous year's street list covering the census taker's area may be included in the notebook so that he will know who was listed last year.

(18) pens or pencils

Census takers are usually provided with two or three pencils or pens. In some towns, red pens or pencils are used in checking off the correct information or making corrections on the master census list or on a multi-year form. Red is noticed more easily when the list or forms are being processed in the office.

(19) census update forms (see sample forms on pages 91-94)

In towns using a data processing service bureau, a supply of census update forms will be needed for processing information unless all changes and additions are entered on a copy of the master census list.

Update forms are provided by a service bureau. They may be designed by the bureau or by the group of town clerks using a particular bureau.

(20) list of street names

In some towns, a list of the streets in town is prepared. When processing the information from each street has been completed, a check mark is made on the list opposite the street name to be certain that a street has not been omitted from the census in error.

(21) containers for returned forms or lists

In some towns, returned forms or lists are separated by category such as *no changes, changes, follow up needed*, etc. and are placed in containers by category.

The containers may be cardboard boxes or trays. A set of containers may be prepared for each precinct. It is suggested that each container be labelled with the category and, if applicable, the precinct number.

c. organize census takers' materials

As soon as the materials have been prepared, they can be organized in packets, one for each census taker.

Each census taker may be given a supply of cards, forms or the census master list pages sufficient for the entire area he is to cover during the census. Or, he may be given a portion of the supplies with additional supplies provided when he reports to the office to turn in completed forms or lists.

If a copy of the updated previous census list or preprinted forms are to be used, the sheets or forms containing the streets to be covered, the copy of the laws, the school committee letter, map, etc., may be placed on a clipboard together with the census taker's name tag. A pen or pencil may be tied to the clipboard. The supply of new resident and return cards and extra pens or pencils may be kept together with an elastic and placed on top of the clipboard.

A manila envelope may be provided in which the census takers keep completed new resident cards until they are returned to the office. If possible, place the prepared packets on a table in order by census taker's name.

d. hiring census takers (see also IV. B. 2. Assistance on page 6)

Census takers are hired each year in the fall, usually not later than November. It is suggested that the list of those who worked during the previous year's census be reviewed to determine who should be hired again. Some new census takers are usually needed each year. College students may be considered since they are usually on vacation during most of the time the census is being taken. Retired persons may also be available.

If you have difficulty in finding enough census takers, help may be available from civic or service groups in your town. The chairmen of the two town committees may be able to give you some suggestions. Or, a notice that census takers are needed may be placed in the local newspaper.

If required, people should also be hired to help in the office preparing material and processing the census information.

In any case, be certain each person knows in advance when he must work and exactly what the job involves.

e. training census takers

A census takers' training session is often held about 1 week before the start of the census. If census workers are paid at an hourly rate, usually the time spent in the session is included in their pay.

At the training session, procedures are discussed in some detail to be certain each census taker knows what he is to do. In addition, possible problems and recommended methods for handling each are discussed. The two most common problems are related to dogs and to refusals to provide information.

If a census taker is afraid to visit a house because the dog appears to be vicious, he should not try to obtain the information but should make a note to that effect so that a different method may be used. Dog bites or damage to clothing should be reported to the office. Rabies vaccination records may need to be checked and the board of health informed. In some towns, a census taker is reimbursed for damage to clothing.

NOTE: If a census taker is injured while on duty, he should report the injury to the office. He may be entitled to file a claim for workmen's compensation.

Census takers are specifically instructed not to get into any arguments with residents who refuse to give information, but simply to make a note of the name and address and report it to the office. The information is obtained during the follow-up.

In addition, census takers are instructed to be courteous and friendly, but not to get into extended social conversations with the residents whom they contact, particularly if they are paid an hourly rate. In towns where the census takers are paid a flat rate or an amount for each name listed, social conversations are not as much of a problem since the town is not paying for the time they take. However, the work should be done as efficiently as possible so that information can be processed and the required lists prepared by the deadlines specified in the General Laws.

Census takers should know that residents are not required to provide information other than that specified in the General Laws. They should also be cautioned that school information which may relate to special needs should be treated as confidential and any resident who objects to giving such school information should be asked to provide it directly to the school department.

Census takers may be instructed to bring in completed work sheets, forms or cards at the end of each week so that processing information may begin as early as possible and continue while additional visits are being made. In some towns, census takers must report each street when it is completed.

If regular or temporary assistant registrars are to take the census, they should be sworn into office before starting to work. The oath may be administered before or immediately after the training session.

Before leaving the session, each census taker should pick up his packet of materials. If some census takers cannot attend the training session, or you do not hold a training session since the same census takers work every year, they should be asked to stop in at the office to be sworn in if necessary, to obtain their materials, and to receive any needed instructions.

f. assigning areas

Try to assign each census taker as compact an area as possible. Also, try to divide the number of houses among the census takers so that no one person is overburdened. However, there are usually one or two census takers in any town who are capable of visiting many more houses than the others. This should be taken into consideration in dividing the work.

Census takers may be allowed to choose which areas of the town they are to cover. Some prefer not to cover the area in which they live. Others want that area. Or, a census taker is assigned an area based upon his past performance. For example, if an area in town is particularly difficult to cover because most of the residents are hesitant to give information, the same census taker may be assigned that area each year. Once the residents become familiar with the census taker, they are usually more likely to cooperate.

If the houses in an area are fairly far apart, assign a census taker who can cover a large area in a reasonable time and who does not object to travelling a number of miles to complete his work. If an area cannot be adequately covered during the day because adults in the most of the households work, assign a census taker who does not mind working in the area at night. A police officer might be assigned, if available.

If there are group quarters in an area, the census taker assigned to that area should know which building(s) he does not need to visit because census information for residents in these buildings will be obtained by another method. (see IV. J. GROUP QUARTERS on page 52)

g. inform police department

In some towns, a list of the names and addresses of census takers is given to the police department about one week before the census begins. Some residents prefer to call the department before they answer any questions, to confirm that the census is being taken and that the person who visits the house is, in fact, working for the town.

2. Publicity (see sample news release on page 109)

It is suggested that a news release concerning the annual town census be prepared so that it can be published at least one week before the census takers are to start visiting houses. A follow-up news release may also be prepared during the census to encourage residents to cooperate.

Public service announcements may be made on the local radio or cable TV stations.

If your town has an outdoor public bulletin board on the town common or elsewhere, the census may be advertised on that or notices may be posted in the same locations as the warrant is posted. In addition, local retail store owners may permit posters announcing the census to be placed in their store windows.

3. Taking the Census

The census takers should start visiting the houses in their assigned areas on the day you designate or as soon thereafter as possible. They should continue visiting and reporting information obtained, in accordance with instructions, until all the residential buildings, except group quarters, in the assigned area have been visited.

Census takers should be certain to check or obtain information on all persons living at each address to be included in the census. In some towns, the census takers ask the informant if there is any member of the household away from home in military service, in school or in a hospital, nursing or rest home to be certain that such persons are not inadvertently omitted.

If no one is at home when the census taker visits, or if a responsible person who can furnish correct information is not present, the census taker may leave a return card in a place likely to be found, but not in the mailbox, or return a second time at a different hour. It is suggested that a census taker not visit a house more than twice, unless he is sure he will find someone at home.

In some towns, if the second visit is unsuccessful, census takers ask a neighbor if the family has moved or is away on vacation. Neighbors may volunteer such information without being asked.

NOTE: In some towns, census takers are required to indicate, on the census card or form, or the master census list, the name of the person from whom the information was obtained.

a. new cards or forms

If new cards or forms are used for all residents each year, the census taker will need to ask the informant for each item and enter it on a card or form. He should check the spelling of a name to be sure he enters it correctly. He made need to check the sex since given names, such as Evelyn, Carol, Ashley, Kelly, for example, are not always indicative.

In some towns, the informant completes the cards or forms and in that case, the census taker should check each card to be sure all the information has been entered and that it is legible.

b. multi-year forms or master census list and new resident cards

(1) verify listed information

If a multi-year form or a master census list is used for previously listed residents, the census takers should verify each item of information for each person shown on the form or list at each household.

It is suggested that the census taker read the listed information for each person aloud to the informant. If he simply asks if there are any changes, the informant may forget that a change should be made or not realize that incorrect information appears on the form or list.

If the informant indicates that information is correct, the census taker should make a check mark next to the person's name. If a correction is needed, the census taker should draw a line through the printed information and enter the correct information immediately above or below, depending upon how the form or list is designed.

If a multi-year form is used and the person has moved, the census taker should enter *moved* in large letters at the top of the form.

If the information printed on an updated master census list for a household does not apply to the persons who are living in the house, the census taker should bracket the household on a list and enter *moved* in the margin. If one member of the household has moved, enter *moved* next to that name only.

In some towns, census takers are instructed to obtain information on where the listed residents have gone, if possible and note the new location. However, such information is not required and a neighbor or the new occupant may not be able to provide it. If only one person in a household has moved, the informant will probably know the new address. However, he may not wish to provide it and should not be pressured to do so.

Having the new address obtained by the census takers will assist you in finding residents who have moved within the town. It may also be used as a reference on election day if a person asks for an omitted voter certificate. (see ELECTION DAY, V. OMITTED VOTERS in Volume 4 of this series)

(2) obtain information on new residents

Each item of information on each new resident must be obtained from the informant and entered on a blank multi-year form, on a new resident card, or on the blank lines or page of the master census list.

c. information to be recorded

NOTE: Unless otherwise indicated next to the item, the following information is required by 51:4. (see IV. D. INFORMATION TO BE COLLECTED on page 7)

(1) name

The name of each resident should be recorded. If the name of a listed person is incorrect or he has changed his name, the correction should be entered on the census master list or the multi-year form. In some towns, the census takers inform a voter who has changed his name that he should go to the office to re-sign his affidavit of registration if he wishes to appear on the voting list at the next election in his new name. In other towns, a letter giving this information is sent from the office later.

The census taker should record the name of a new resident in the form given by the informant. If the informant asks how a name should be listed, the census taker may suggest that the person be listed in the form he usually uses to sign checks, etc.

It is not uncommon that the adults in the same household have different surnames and these may be different from the children listed in the household. In addition, children in the same household may have different surnames.

EXAMPLES: The wife has chosen to retain her maiden name and the children have hyphenated names, both their father's and their mother's surname. The children have their father's surname not their step-father's if their mother remarried. The husband's children have his surname and the wife's children from a previous marriage have a different surname.

NOTE: It is an unlawful practice to require an individual to use, because of sex or marital status, any surname other than the one by which he or she is generally known. [151B:4(15)]

(2) residence

The residence on January first of the current year should be recorded by entering the street name and house number, if any. If applicable, the apartment number should also be recorded.

If new census cards or forms are used each year, both the address on January first of the current year and the address on January first of the previous year should be recorded. If the two addresses are the same, the word *same* may be used instead of entering the address twice.

If a master census list or a multi-year form is used, a listed resident's current and previous address will usually be the same. However, if he has moved within the town, *moved* should be entered next to his name. His name should appear on a new resident card or form completed by the census taker who visited his new address.

For each new resident, two addresses will have to be recorded. The residence on January first of the current year should be the address of the building visited. The residence on January first of the previous year will have to be obtained from the informant. If the previous address is within the town, street name and house number, if any, should be recorded. In some towns, if the previous address is within Massachusetts, the name of the town is recorded and if in another state, the name of the state only is recorded.

NOTE: If the person has moved more than once during the previous year, the address at which he lived on January first of that year should be recorded.

If a house is vacant, the census taker should make a note to that effect on the form or master census list.

(3) date of birth

For each resident to be listed, the full date of birth including month, day and year, should be recorded. [51:4; 234A:10] In some towns the form 10/16/45 is used. In other towns, the year is not abbreviated since some residents will have been born before 1900.

Sometimes an informant does not wish to give his or a family member's date of birth. He should be told that the information is required and, if necessary, be shown a copy of 51:4. However, if his reluctance is based upon having this information printed in the street list available to the public and your town does not include dates of birth or ages in that list, he should be so informed. Note, however, that date of birth as well as other information required by 51:4 is a public record and will have to be given out upon request even if not printed in the street list.

If someone refuses to provide a date of birth, it is suggested that the census taker record 00/00/00 and enter a note that the information could not be obtained.

(4) nationality

Nationality must be recorded only for residents who are not United States citizens.

If new census cards or forms are used for all residents, the census taker should ask for each person's citizenship and record it if not a U.S. citizen.

If a master census list or a multi-year form is used, usually no entry will appear on the list or form for U.S. citizens and the name of a country, or its abbreviation, will appear for aliens. The nationality of a listed alien should be verified to determine if he became a citizen during the past year and if necessary, make a correction. Census takers should ask for each new resident's citizenship and record it if not a U.S. citizen.

The name of a foreign country should be recorded for aliens.

(5) occupation [51:4; 234A:10]

The kind of work a person does should be recorded, not his place of business. For example, engineer, carpenter, mechanic should be used, not Technolab, Inc., ABC Construction, ACME Auto Repair.

For a person who is unemployed, the kind of work he usually does may be recorded rather than *unemployed*. Some women, who do not work outside the home, wish to use the term *at home, household engineer, mother* or some similar term, rather than *housewife*. If the person is a housewife but works part time, the occupation may be recorded as H-[occupation], for example *H-teacher, H-lab tech*, etc. *Student* may be entered as an occupation for a person attending school.

An occupation should be obtained and recorded for each resident 17 years old or older since it must be printed in the street list prepared under 51:7 and on the juror list.

(6) sex [234A:10]

The sex of each person 17 years old and older is required by 234A:10 for the numbered resident list used in the juror selection system.

The sex entered for each person on the master census list or multi-year form should be checked with the informant to be certain it is correct as listed. It should be obtained and recorded by the census taker for all new residents. Note that a person's given name will not always indicate sex.

If new census cards or forms are used for all residents, the census taker should be certain to record the person's information on the correct card, if different cards are used for males and females. Otherwise, he should enter sex on each card.

(7) dog information [140:150]

If new census cards or forms are used for all residents, the number of dogs and, if applicable, the sex of each dog, should be obtained and entered. The dog information is entered on only one card or form for each household, usually that of the adult male or the head of household.

If a census master list or a multi-year form is used, usually the number of dogs, or the sex of each dog, is printed on the list or form opposite the name of one adult in the household. The census taker should verify this information with the informant.

New residents should be asked if they have a dog and, if applicable, the sex and enter this information on at least one new resident card or form for that household.

It is not uncommon for a census taker to hear a dog barking in the house while the informant is telling him that the family does not own a dog. In some cases, the informant indicates that the dog is owned by one of the children who is just visiting, or that he is just taking care of the dog for a friend. The census taker may make a note on the list or form, such as *dog in house - just visiting.*

In some towns, the dog information is checked during the follow up. In other towns, a dog is listed at that house since the resident will correct the information if that is not the case.

In some towns, the census taker gives a card containing information on dog licenses to each informant who lists a dog.

(8) other information

- voter status

  If new census cards or forms are used for all residents, the voter status is usually entered in the office from the affidavits of registration or voting list. The census takers do not ask for this information.

  If a master census list or a multi-year form is used, voter status may appear for listed residents as an initial; *D*, *R*, U, *V* or *I*.

  In some towns, the census taker reads the voter status aloud to be certain it agrees with what the informant believes is correct. If the informant states that it is wrong, a correction is entered on the list or form and the status is checked in the office when information is processed. In some towns, the census taker does not read the voter status aloud, but enters a correction if the voter happens to notice his status and states that it is wrong.

In other towns, the voter status appears on the list or form only as an asterisk or does not appear.

Most new residents found during the census are not registered voters. In some towns, voter registration information is given to new residents by census takers.

- additional school information

If new census cards or forms are used and information in addition to that required by 51:4 is collected for the school department, that information will have to be obtained and recorded on a card or form for each resident 3 through 21 years of age.

If a master census list or a multi-year form is used, that information should be verified for listed residents and obtained from new residents. The grade in school will have to be updated on a multi-year form. Unless school grade has already been updated by computer on a master census list, it will have to be updated by the census taker. In either case, there may be a change in the school name. For some listed residents who have graduated from high school, a change in occupation must be made.

Most informants will provide the additional school information when requested. However, any informant who prefers to give the information directly to the school department should simply be given the name and telephone number of the appropriate school employee. The census takers should not pressure the informant to give him such information.

- information requested by other boards or committees

If additional information is being obtained at the request of a town board or committee, it should be requested from all residents and recorded on separate forms. Or, the census taker should leave the questionnaire or survey at the house. Collecting such information is not part of the census and there is no requirement that any resident answer the questions, or return a completed questionnaire or survey to the board or committee requesting the information.

NOTE: Information such as, head of household designation, veteran's status, year moved into town and telephone number, should be verified or obtained and recorded if that information is collected during the census. (see IV. D. 4. Other Information on page 8)

d. mark map of census area

If the census taker has been provided with a map of his assigned area, he should make a check mark in red on the street after he has completed it. If the street is long, make the check mark next to the printed street name.

If each house is shown on the map, a check mark should be made in the appropriate box after census information has been obtained from that house. A box should be drawn on the map for each new house. If a house is vacant, enter a note to that effect next to the appropriate box. If a building shown on the map is not a residence, enter a note to that effect.

4. Returning Information

In order to start processing information as early as possible, census takers are usually required to return completed census cards, forms or lists to the office at least once a week or after each street has been completed.

If a census taker does not turn in completed work when required, he should be contacted immediately. On occasion, a person will sign up to take the census and then find he is unable to do so but neglect to inform you or the census taker is simply not getting to work. It is much better to find this out early in the census rather than simply assume that the work is being or will be done.

a. examine returned material

The returned census material should be examined while the census taker is in the office to be certain he is following instructions, the information he has entered is legible and to determine whether or not every house on each street has been contacted.

If new census forms or multi-year census forms are used, they may be checked against last year's street list. If a person listed last year is to be retained, a check mark may be made next to the name on the street list.

If the census taker reports that a family has moved or the multi-year form is marked *moved*, *moved* may be entered next to the name on the street list or the name may be crossed out. If a form is found containing that street address and the name of a new resident, enter *N* or *new* to indicate that a new family has moved into that house.

If the census taker reports that the house is vacant or the multi-year form is marked *vacant*, make a note to that effect next to the address on the street list. Be certain that the street address is retained in your records so that it will be included in the next census.

If the number of a new house does not appear on the street list, it may be entered. However, if a new house is occupied, the house number may be entered under that street and *N* or *new* entered to indicate that a new resident lives there.

The names of new residents do not need to be entered on the street list. The purpose of the check marks and notes is to keep track of houses contacted or found vacant. The forms themselves will be used to prepare the current lists.

If a master census list and new resident cards are used, last year's street list does not need to be marked since the marked master census list and the cards provide the record of houses contacted or vacant. Check the pages of the list to be sure that, for each listed resident, the census taker has made a check mark, has entered *moved,* a note indicating that the house could not be contacted or a note that the house was vacant. For each household marked *moved* on the list but not marked *vacant,* check to be sure a set of new resident cards has been returned for that address.

NOTE: If the census taker has been provided with a map of his area showing each house, this map may be checked to determine whether or not all houses have been contacted.

b. discuss problems with census taker

It is suggested that you discuss problems the census taker may have had in obtaining information and make sufficient notes so that you will know where and what kind of follow-up is needed and what information needs to be checked or verified.

For example, if the census taker reports that a resident was adamant in refusing to give some or all information, you might send a police officer to the house rather than trying to obtain information by telephone or mail. If the census taker reports that he has been unable to find anyone at home after making several visits and telephone calls but the house appeared occupied, you might note that follow-up should be done by mail.

c. check time sheets

The census takers who are paid an hourly rate, usually turn in a time sheet at the end of each week. From the number of households assigned and completed and the hours entered on the time sheet, you will be able to determine how efficiently each census taker is working by calculating the number of households contacted per hour. If a census taker appears to be working much more slowly than expected or than the other census takers, a discussion may help him improve his efficiency. Or, if necessary, have him return all materials and assign the work to someone else. However, in determining what can be expected, consideration should be given to the weather conditions.

If census takers have been instructed to visit houses after 3 P.M. since many mothers work during school hours, check the time sheet to see whether or not those instructions are being followed. In some towns, trying to visit houses between 9 A.M. and 3 P.M. is a waste of time. In many towns, Saturday visits are the most productive.

5. Organize Material

It will help to expedite processing census information if the materials are organized as soon as possible after they are returned to the office. Some processing may begin before all materials have been returned. The following procedures may be used.

NOTE: In towns having precincts, the materials may first be separated by precinct and arranged as outlined below within each precinct.

a. new census forms

If new census forms are used each year for all residents, separate and place in one container all forms from which information has been omitted and on which information must be verified or checked. Include any notes indicating that a household will have to be contacted because the census taker was unsuccessful or the resident refused to give information. Follow-up and checking information may begin at this time using these forms and notes as reference. (see IV. K. FOLLOW UP on page 55 and IV. L. 3. Information to be Checked on page 63)

Census forms for children under 17 years old may be separated from others. However, if the forms themselves will be used as the new census list, you may save time later if these are not separated at this time. (See LISTS, I. NEW CENSUS LIST on page 147)

All completed forms may be arranged in order and placed in a second container. The order will depend upon which step in processing will be taken first. For example, if the first step is to enter voter status on each voter's census form and this is done by checking the form against the affidavits of registration, arrange the census forms in the order in which the affidavits are filed. (see IV. L. PROCESSING CENSUS INFORMATION on page 61) As additional completed forms are received, they may be added in the appropriate order. However, once checking the affidavits has started, the census forms on which voter status has already been entered should be kept separate from others.

b. multi-year forms

If multi-year forms are used, they may be examined and organized the same as outlined in a. above, except that the forms marked *moved* may be separated from others and placed in a container.

However, if you maintain a census card file arranged alphabetically by name which is updated before other steps are taken, the forms marked *moved* should be kept in order with other forms until after the card file has been updated. Also, you will save time later if the forms for children under 17 years old are not separated at this time. (see IV. L. PROCESSING CENSUS INFORMATION on page 61)

c. master census list and new resident cards

How the pages of a master census list and new resident cards are organized will depend upon the methods used in processing.

(1) census update forms used for all changes and additions

If all changes and additions are entered on census update forms, the pages of the master census list containing no changes may be separated from others, arranged in order by page number and placed in a container.

Pages of the master list with notes indicating that a follow-up is needed or that information must be checked may be separated and placed in a second container. Follow-up and checking information may begin at this time using these pages as reference. (see IV. K. FOLLOW-UP on page 55 and IV. L. 3. Information to be Checked on page 63)

The remaining pages of the master census list may be arranged in the order in which the census update forms are to be completed, usually by streets. In some towns, new resident cards are attached to the page of the census master list on which the new names should appear so that all census update forms for that street may be completed together.

(2) information entered on copy of census master list

In some towns, all changes and additions are entered on a copy of the master census list.

If the service bureau requires that all information on the master list copy be verified, including information to be retained without change, and a check mark made to indicate this has been done, separate out only the pages of the list used by census takers containing notes indicating that follow-up is needed or that information needs to be verified or checked. Follow-up and checking information may begin using these pages as reference. (see IV. K. FOLLOW-UP on page 55 and IV. L. 3. Information to be Checked on page 63)

Arrange all other pages of the list used by census takers in order by page number.

If information to be retained without change does not need to be verified on the master list copy, pages of the list used by the census takers on which no changes were made may be separated from others and arranged in order by page number.

If new residents are to be added at the end of the street or on a blank page for that street, attach the new resident cards for each street to the appropriate pages of the list used by the census takers.

NOTE: If new residents are entered on census update forms and only changes are entered on the master list copy, all new resident cards may be arranged in the order in which the census update forms are to be completed and kept separate from the list used by census takers.

(3) information entered directly into main census data file

If the town clerk's office has its own computer or a terminal so that information is entered directly into the main census data file, how the pages of the list used by the census takers and the new resident cards are arranged will probably depend primarily upon the program requirements.

For example, some programs have two sections or menus, one for no changes and the other for changes, deletions and additions.

In that case, you may save time in processing if the pages of the list used by census takers on which no changes are to be made are separated from others, arranged in order by page number and placed in a container. Pages on which changes are to be made may also be arranged in order by page number, new resident cards attached to the appropriate pages and placed in a second container.

NOTE: If only the individual's reference code needs to be entered to indicate that the person should be retained, the order in which the pages of the master census list are processed may not be important.

In any event, pages of the master census list and new resident cards containing notes indicating that follow-up is needed or that information must be checked may be separated from others so that this work may begin. (see IV. K. FOLLOW-UP on page 55 and IV. L. 3. Information to be Checked on page 63)

H. CENSUS BY MAIL

Since 1974, when the alternate methods of taking the census were first permitted by the addition of the words *or communicate with the residents of* in the first sentence of 51:4 [1971:382], many towns have changed from census by visitation to census by mail. Some of these towns had considerable difficulty in hiring a sufficient number of competent census takers. Other towns had problems in finding residents at home during the day causing an extraordinary amount of follow-up work and requiring many additional weeks to complete the census.

While census by mail does not eliminate follow-up work, it has decreased the overall cost of the census in some towns, particularly those in which a large proportion of the adult population works outside the home. In many towns, the response to the initial census mailing is well over 80 per cent and in some as high as 95 or 96 per cent.

In towns conducting the census by mail, a data processing service bureau or a town data processing department is used or the town clerk's office has a computer or a terminal.

The General Laws do not specify most of the procedures to be used in conducting a census by mail. In the following, procedures required by law are indicated by reference to the chapter and section. If no such reference appears, the procedure is suggested, not required.

1. Preparing for the Census

While census forms are usually mailed not earlier than the last week in December, preparation must begin much earlier.

a. update census records

In most towns, census records are updated regularly during the year so that the census forms to be mailed are as current as possible and as many new residents as possible receive a computer printed form. Updating is done the same as outlined under IV. G. 1. a. update census records on page 14 for towns with data processing conducting the census by visitation.

In some towns, the town clerk or one of his employees travels each street in town to be certain that all house numbers are included in the main census data file so that a census form will be prepared for each house. A copy of last year's master census list may be used as reference and new house numbers entered directly on the list in the margin. Whether or not this is possible in your town will depend upon the number of miles of roads and the time or personnel available.

In addition, some town clerks request that each group quarters informant provide a list of the names and addresses of each resident of the quarters in December each year so that a printed census form may be mailed. (see IV. J. GROUP QUARTERS on page 52)

NOTE: In some towns, a card is printed by computer for each listed resident following the census each year. (see sample on page 93) In other towns, a card is prepared by hand for each resident. These cards are used during the year for updating census information and for reference.

b. prepare materials

The materials used for census by mail are as follows:

(1) printed census forms (see sample printed forms on pages 110-117)

NOTE: The forms shown in the samples are some of those currently used in Massachusetts. Some are available from data processing service bureaus. Others have been designed by town clerks with technical assistance from a service bureau, by a town data processing department or by a computer vendor.

Updating census information is usually discontinued by the end of November, or earlier if required by a service bureau, and the printed forms to be mailed to residents are prepared. For each household included in the main census data file, the information for each person living in the household is printed by computer in the appropriate columns on the forms.

If members of a household have different surnames, they are included on one form. If two different families live at the same address, separate forms may be printed for each family by assigning an asterisk or other code to the house number for one of the families depending upon the computer program requirements.

In some towns, a form is printed for each street address believed to be an occupied house even if little or no information is available on the residents who might be living there.

EXAMPLES:

(a) A family living at 22 Center Street was deleted from the main census data file in August after a notice of registration elsewhere was received for the two registered voters listed at that address. However, the street address was retained in the data file. In that case, the printed form would be addressed to *occupant (or resident), 22 Center Street* but would contain no names or other related information. Note that a street address should be maintained or entered in the main census data file for each house in town even if vacant the previous year.

(b) An occupancy certificate was issued for a new house at 19 Main Street to John H. Jones. In that case, John H. Jones, 19 Main Street would be entered in the main census data file and the printed form would be addressed to John H. Jones at that address. JONES JOHN H would be printed in the column provided for names in the first row, but the rest of the spaces would be blank.

Forms may be addressed to the individual designated as the head of household, or some similar designation. They may also be addressed to *THE [SURNAME] HOUSEHOLD.* If a person has a mailing address different from his street address, the mailing address, including a post office box number, may be printed on the form provided it is included in the main census data file and the program permits.

In some towns, forms are addressed as follows:

JOHN H. JONES OR OCCUPANT
22 CENTER STREET
MIDTOWN, MA 00001

The names and other information for the listed resident and other members of the Jones family are printed on the form. This insures that a form is sent to all dwellings occupied and included in the census of the previous year, even if the listed residents at that address have moved. In other towns, this form of address is used only for a second mailing when no response to the initial mailing was received.

However, it is recommended that this form of address not be used if school information indicating a special need, such as a school name or a code for no diploma, is printed on the census form. A new resident at that address would obtain information about the former resident which is not public. (see IV. D. 4. f. school department on page 9)

In some towns, the printed forms are prepared in duplicate by computer, one to be mailed to the resident and the other to be kept in the office. In other towns, one copy of the form is prepared by computer and is then photocopied either in the office or commercially. The duplicates are used to keep track of who has responded and for follow-up.

NOTE: If a self-mailer is used, a tissue sheet is provided containing the printed census information. Some service bureaus separate the tissue sheet from the mailer before sending them to the town clerk. These tissue sheets are used as duplicates.

The form must contain the following statement in boldface type: [51:4]

> **WARNING - FAILURE TO RESPOND TO THIS MAILING MAY RESULT IN REMOVAL FROM THE VOTING LIST**

The warning is printed in large red letters on some forms.

In some towns, the words *signed under the penalties of perjury* are printed on the forms just above the space for the informant's signature although this is not required. [51:4;

1986:512] Also spaces may be provided for the informant to enter the date and his telephone number.

Other information may be printed by computer if desired, such as one or more of the following statements:

> Town of [name], MA [zip code], 1988 Census Record
>
> All information should be as of January 1, 1988
>
> Dog licenses are required by law to be renewed as of [date] Licenses available about [date].
>
> NOTE: Some of the census-by-mail forms shown as samples contain April first as the dog license renewal date. 1986:201 authorized county commissioners to promulgate rules and regulations related to dog licensing. Middlesex County has changed the license renewal date to January first, effective in 1990. Other counties may have changed or will change the renewal date. If in doubt, check with the dog officer/canine manager of your county.
>
> Post office box holders - please include box number in your address.
>
> New or previous address enter here [with an arrow pointing to the space provided]
>
> If address was different on previous January first, please write that address on back of form.

A supply of forms containing the warning, the name of the town and other messages, but without names, addresses and other census information may be prepared for mailing to *occupant* or *resident* of a house not included in the main census data file. These forms may also be used for a second mailing to an address if a listed family has moved and the printed form originally mailed is returned as undeliverable.

(2) master census list (see samples on pages 89 and 90)

In some towns, a master list containing all the updated census information is prepared by computer at the time the printed census forms are prepared. This list is used as reference to help keep track of forms returned and changes made. It may also be used to record responses, changes and additions and to process the information.

(3) envelopes (see sample envelopes on pages 118-123)

Pre-printed envelopes may be obtained from or are provided by the data processing service bureau. Or, they may be obtained from a stationery store or printer.

NOTE: In some towns, a *self-mailer* is used. In this case, the census form and return envelope are inside the mailing envelope when printed and separate envelopes are not used. Self-mailers may be obtained from a service bureau or from a computer supply store.

- mailing envelope

In some towns, a window envelope is used to avoid the extra work of typing the name and address on it or attaching a mailing label and to avoid the possibility of placing the wrong printed form in the envelope. A standard #10 size, 9 1/2" X 4 1/8," is usually used.

The envelope must contain the same warning as is required on the form. (see IV. H. 1. b. (1) - printed census forms on page 38) This warning is sometimes printed in large letters using red ink. In some towns, mailing envelopes also contain the words "IMPORTANT! TOWN CENSUS" or some similar words printed in large letters.

The return address should also be printed on the envelope. It may be *Board of Registrars, or Town Clerk,* Town Hall, [Town], MA [zip code]. The name of the town clerk may be added.

The envelopes may have *FIRST CLASS MAIL PRESORT, US POSTAGE PAID, TOWN OF [NAME], PERMIT NO. [#]* in the upper right corner where the stamp would be placed. Note that census forms must be sent by some type of first class mail. A bulk permit may not be used. It is suggested that you check with your postmaster to determine the least expensive alternative, such as zip + 4, etc.

- return envelope

The return envelope does not need a window since it is addressed to the board of registrars or to the town clerk. Usually a standard #9 size, 9" X 4," envelope is used so that it will easily fit inside the mailing envelope. The return envelope is printed with the town clerk's or registrars' address. The precinct number, if any, and *CENSUS RETURN* may also be printed. Including the precinct number on the envelope may save some time when the returns are sorted.

A business reply envelope similar to that shown in the sample on page 119 is used. This permits residents to mail the completed and signed census form postage free and the town pays postage only for those envelopes returned by mail. Using this kind of envelope may result in a higher per cent return.

If you wish to use a business reply envelope, contact your postmaster for information on the necessary permit and costs.

(4) instructions

The census forms provided by a service bureau usually contain instructions printed on the back or on a stub. (see samples on pages 110-115) If a self-mailer is used, the instructions may be printed on the inside of the mailing envelope, on the back of the census form or on a sheet included in the mailer. (see samples on pages 120-123)

The town clerk or registrars may prepare a separate instruction sheet related specifically to the procedures used in the town. (see sample separate instruction sheet on pages 124 and 125).

In that case, a sufficient number of instruction sheets should be prepared so that one may be enclosed in each original mailing envelope and in each envelope used in a follow up mailing.

The separate instruction sheets may be pre-folded in thirds if 8 1/2" X 11" paper is used or in quarters if 8 1/2" X 14" paper is used. Having these instruction sheets pre-folded, either by machine by the printer or copy center or by hand at the office, will save some time when envelopes are stuffed.

(5) new resident cards

New resident cards are prepared the same as outlined under IV. G. 1. b. (4) - new resident cards on page 17. However, these are usually used only to update the census records during the year.

(6) census update forms (see sample forms on pages 91-94)

A supply of census update forms will be needed for processing information unless you have a computer or terminal in your office or all changes and additions are made on a copy of the master census list.

Update forms may be provided by a service bureau. In this case they are designed by the service bureau or by a group of town clerks using a particular bureau or the town data processing department may design and provide them.

(7) list of street names

A list of the streets in town may be prepared by computer. When the processing of all forms for a particular street has been completed, a check mark is made on the list opposite that street name.

(8) containers for returned forms

Returned forms should be separated by category such as, *no changes, changes, follow up,* and placed in containers by category. The containers may be cardboard boxes or trays with a set of containers for each precinct. Slotted trays may be used, one tray for each precinct and a slot in the tray for each street.

It is suggested that each container be labelled with the category and, if applicable, the precinct number.

c. organize material and prepare for mailing

Usually the printed forms are prepared by the computer in the same order as the information is arranged on the master census list.

If you use a self-mailer, forms may be arranged in order for mailing as soon as received since there is no need to stuff envelopes. The self-mailers will need to be separated [*burst*] and the tissue sheet removed unless this has already been done by the service bureau.

If you do not use a self-mailer, the envelopes must be stuffed. In towns with precincts, the forms are usually first separated by precinct if the number is printed on the return envelope.

(1) stuffing envelopes

The following procedures are suggested for stuffing the mailing envelopes.

Each person who is to work should have a supply of prepared forms, return envelopes and mailing envelopes. In towns having precincts, be certain that the precinct appearing on the forms is the same as that printed on the return envelopes.

If a separate sheet of instructions is used, each person will also need a supply of these sheets. Having them pre-folded will save time.

Each census form will need to be folded. Usually if the form is folded in half, the name and address will show through the window in the mailing envelope. If the form has a stub with instructions, that will first need to be folded at the perforation toward the back of the form.

Some time can be saved, if the supply of forms is placed face down on the table. Fold the stub, if any, over the back of the form and then fold the bottom edge up to the top edge. The name and address will be on the outside in the correct location.

Placing the return envelope and, if used, the separate instruction sheet inside the folded form will help insure that the recipient pulls all the necessary material out of the envelope at the same time.

Then the material should be placed in a mailing envelope. Check the window to be certain the name and address shows.

If more than one form is required to list all members of the same family, be certain both forms are enclosed. However, if two different families live at the same address and there is a separate census form for each family, they should be mailed in separate envelopes.

Each mailing envelope is then sealed. A wet sponge is helpful unless sealing is done automatically by the postage machine.

(2) load boxes for transmittal to post office

You should contact your postmaster to obtain information on the best order in which to arrange the envelopes for mailing. If you arrange them in the preferred order, the mail is likely to be delivered more quickly.

If you are pre-sorting by postal routes, cardboard trays may be obtained from the post office marked with the postal route. The envelopes should be placed in these trays in the order shown on a list available from the postmaster.

If you are not pre-sorting by postal route, envelopes may be placed in the order preferred by the postmaster in the boxes in which the envelopes were purchased or in any ordinary cardboard

2. Mailing Census Forms

In most towns, the trays or boxes will have to be delivered to the post office by the town clerk's/registrars' office personnel. A small truck or a van may be needed if there is a very large number of forms to be mailed.

Since the census information must be as of January first, forms should be mailed not earlier than a few days before that date. In some towns, forms are mailed as soon as possible after January first.

3. Instructions for Post Office

In many towns, the post office is asked not to forward any census forms. The mailing envelopes may be printed with instructions *DO NOT FORWARD.* In other towns, the post office is asked to forward the census envelopes only if an addressee has moved within the town but not to forward any envelopes to an out of town address.

If you arrange it with your postmaster, the post office personnel may be willing to enter notes or put stickers on the envelopes to indicate why delivery was not possible, such as house *vacant* or, if the addressee has provided a forwarding address, *moved to [new address]*.

If envelopes addressed to residents who have moved out of town are not forwarded, they are returned as undeliverable by the post office and provide a record that the residents have moved. If they are forwarded, you may not know if the resident has moved or has simply not returned his completed census form.

4. Publicity (see sample news release on page 126)

The types of publicity for census by mail are the same as outlined for census by visitation under IV. G. 2. Publicity on page 24.

However, publicity should be released to the newspapers, local radio or cable TV stations in time so that the announcements will appear or be broadcast shortly before residents receive the census forms in the mail.

Giving the census ample publicity is particularly important for census by mail to increase the per cent return.

5. Returning Completed Forms

After completing and signing census forms, residents may return them by mail using the return envelope provided. They may also hand deliver the forms to the town clerk's/registrars' office.

A covered box labeled CENSUS RETURNS may be attached to the outside wall next to the town hall entrance door so that residents may hand deliver census forms when the office is closed. Also, a census return box may be provided in several locations in the town, such as the library or neighborhood stores, where a large number of residents is likely to see it. If such boxes are provided, this method of returning census forms is usually included in the instructions and in publicity. Forms will need to be collected from the boxes at regular intervals by office personnel but the use of these boxes usually increases the rate of return and saves postage.

Some census forms are returned within a day or two after the mailing. Subsequently, a large number of forms is usually returned each day for about two weeks with about 70 per cent of the returns being received within 10 days after the mailing. Then, there will be fewer forms returned each day.

6. Receiving Census Forms

Your office should be well prepared for receiving the completed census forms. Unless the town clerk's/registrars' office has a large staff or there are relatively few households in your town, you may need to obtain extra help to examine and process census forms in order to complete the work in a reasonable time.

These people should probably start to work about 10 days to two weeks after the forms were mailed. If too many returns accumulate without being opened and examined, processing will be delayed.

You will receive two kinds of forms from the post office, those which have been completed, signed and returned by residents and those which could not be delivered because the residents have moved. If the post office has not already sorted these two kinds, they should be separated at your office.

NOTE: If forms were addressed to the resident or occupant, the forms which could not be delivered will relate only to vacant houses.

Census forms hand delivered or left in the census return boxes should be placed with completed and signed forms returned by mail.

You may need a box or other container in which to place the returns received each day, unless the post office delivers them in a cardboard tray. It is suggested that two labelled containers be used, one for completed forms and the other for those returned as undeliverable.

In some towns, the number of completed forms and the number of undeliverable forms received each day is recorded in separate columns on a form prepared by the town clerk. Such a record will permit you to estimate each day the per cent return and the number of forms not yet received. (see sample record on page 127)

7. Open Envelopes

   a. completed and signed census forms

   The first step taken as soon as possible after receipt, is to open the envelopes and remove the completed census forms. The forms may be sorted by precinct and then opened. In this case, the precinct number is usually printed on the return envelope to make sorting easier.

   Each form must be removed from the envelope, unfolded and placed in a labelled container. The form may be examined immediately after it is removed from the envelope. (see IV. H. 8. Examine and Arrange Completed Census Forms on page 47)

   There is no need to keep the return envelopes.

   b. undeliverable census forms

   The undeliverable census forms which are returned by the post office may be opened as soon as possible after receipt or allowed to accumulate. However the envelopes should be opened before the follow-up is begun for households which have not returned forms.

   If an envelope contains two census forms addressed to different individuals or families, the form which did not show through the window may be mailed out again in its own envelope together with a return envelope and instructions.

   The mailing envelope may be stapled to the census form if it contains notes indicating why it could not be delivered.

The undeliverable forms may be processed separately and in this case, the forms should be kept in a separate labelled container after they are removed from the envelopes. It is essential that they do not become mixed with completed forms.

The undeliverable forms may be recorded and/or processed with completed forms. In this case, an entry such as, *Undel, Vacant or Moved to [address]* is made on the forms to be certain they are not accidentally recorded or processed as completed forms.

In some towns, the envelopes containing undeliverable forms are not opened. The related duplicate census form or the tissue sheet from a self-mailer is attached to the envelope and used as reference for processing.

8. Examine and Arrange Completed Census Forms

Each completed form should be examined to determine whether or not information has been omitted or changes and additions have been made by the informant.

It may be helpful if a blue check mark is made at the top of each form containing no changes or additions. On other forms, each change or addition is circled in red. If an item is missing, the box where it should have been entered is circled in red with a note such as, *need DOB* entered next to the circle. If an item should be verified such as, a name or voter status change, the item is circled in red and *Verify* or *Letter* is entered next to the circle or at the top of the form.

Or, changes, additions and omissions may be circled in red on census forms, but a check mark is made on the form only after it has been recorded on the master census list. (see IV. H. 9. Recording Completed Census Forms on page 49) Or, only items requiring follow up are marked on the census form until after the form has been completely processed.

In some towns, all follow-up to obtain additional school information is done by the school department. In this case, the boxes where such information has been omitted do not need to be circled on the forms.

The completed census forms may be arranged in the order in which they are to be processed. The order will depend upon the method used in processing.

NOTE: In some towns, the completed and signed forms are first recorded as having been received as outlined under IV. H. 9. Record Completed Census Forms on page 49. Then they are arranged for processing as outlined below.

a. census update forms used for all changes and additions

If all changes and additions are entered on census update forms, the completed and signed census forms containing no changes may be separated from others, arranged in order by streets and by house number under each street. These may be placed in a container labelled *COMPLETE*.

Census forms containing notes indicating follow-up is needed or information must be checked may be placed in a second container labelled *FOLLOW-UP*. Follow-up and checking information may begin at this time. (see IV. K. FOLLOW-UP on page 55 and IV. L. 3. Information to be Checked on page 63)

The remaining census forms may be placed in a third container arranged in the order in which the census update forms are to be completed.

NOTE: In some towns, duplicate census forms or the tissue sheets from self-mailers are used as census update forms. Blank forms or sheets are used to add new residents.

b. information entered on copy of census master list

All changes and additions may be entered on a copy of the master census list.

Usually, only those census forms containing notes indicating follow-up is needed or that information must be checked are separated out and placed in a container. Follow-up and checking information may begin at this time. (see IV. K. FOLLOW-UP on page 55 and IV. L. 3. Information to be Checked on page 63)

All other forms may be arranged in order by streets.

New residents may be added at the end of a street or on a blank page of the master list for that street and these census forms are arranged in order by house number and placed at the end of the forms for that street. However, if forms were addressed to the resident or occupant, the form returned by a new resident, is usually placed in the regular order by streets instead of being separated so that the former resident may be deleted before the new resident is added.

NOTE: If new residents are entered on census update forms and only changes are entered on the master list copy, the census forms for new residents may be kept separate from others and arranged in the order in which the update forms are to be completed.

c. information entered directly into main census data file

If the town clerk's office has its own computer or a terminal so that changes and additions are entered directly into the main census data file, arrangement of completed census forms will depend primarily upon the program requirements.

For example, some programs have two sections or menus, one for no changes and the other for changes, deletions and additions. In that case, the census forms containing no changes should be separated out and placed in a container.

The census forms containing notes indicating follow-up is needed or information must be checked should be placed in a second container. Follow-up and checking information may begin at this time. (see IV. K. FOLLOW-UP on page 55 and IV. L. 3. Information to be Checked on page 63)

The remaining census forms containing changes may be placed in a third container.

NOTE: Some programs have a separate menu for additions. In that case, census forms for new residents would be separated from others.

Usually, the program does not require that the census forms in each category be arranged in any particular order at this time. However, in most towns, the forms are arranged in order by streets and by house number under each street as soon as possible after census information has been processed.

9. Arrange Undeliverable Census Forms

The undeliverable census forms are arranged in order by streets and by house number under each street so they may be recorded. (see IV. H. 11. Record Undeliverable Census Forms on page 51) Then, a list of the addresses is typed using these forms as reference. A census form containing only the messages in the top half of the form, instructions and a return envelope are mailed to *occupant* or *current resident* at each address on the list to insure that new residents are contacted.

NOTE: In some towns in which all changes are entered directly on the master census list, the undeliverable forms are arranged in order with completed and signed forms so that residents who have moved may be deleted at the same time as changes for current residents are entered on the list.

10. Record Completed and Signed Forms

You will need some method of keeping track of the completed and signed forms which have been returned so that you will know later which residents have not responded and must be contacted during follow-up.

If the town clerk's office has a computer or a terminal, the forms are recorded directly by computer by entering a code number to identify the residents who have responded.

In towns without computer terminals, either of the following methods, or a combination of the two, may be used to record the forms.

a. check master census list

After the forms have been arranged in the order in which the names appear on the census master list, compare the completed forms with the list.

For each completed census form returned by a listed resident, make a check mark on the master census list opposite each name shown on the form. A check mark is also made on the census form to show that this step has been completed.

If the master list contains only the address but no name, make a check mark opposite the address shown on the list and on the form. If the master list contains the address and only the name of one person in the household, make a check mark opposite that name and on the form. The check marks on the list will show that a census form was received from that household.

If a new resident returned the census forms, the names shown on the census form will not agree with the names on the list at that address. *New, N* or some other code is entered opposite the address to indicate that a form was received from that address but that the family has changed. A second entry will be made at that address when undeliverable forms are recorded. (see IV. H. 11. Record Undeliverable forms on page 51)

If you use census update forms for all changes and additions, you do not need to enter changes or add information on the master census list. Since other steps will need to be taken later, it is suggested that you make the check mark in red both on the master census list and on the census form and use different colored check marks later to indicate that subsequent steps have been taken.

If the service bureau requires that all changes and additions be made directly on the master census list, these may be entered as the census forms are recorded. (see IV. L. PROCESSING CENSUS INFORMATION on page 61) Note that some service bureaus require that all entries on a master census list be made in red.

b. remove duplicate form

If you have prepared a duplicate set of forms, remove the duplicate for each completed returned form. The duplicate may be removed either before the census form is processed or removed after processing is complete.

To show that this step has been taken, make a check mark in red on the original returned census form.

If you use the duplicate form as a census update form, the duplicate of each form containing changes must be retained and may be attached to the original form at this time. Changes will be entered on these duplicates and forwarded to the service bureau. (see IV. L. PROCESSING CENSUS INFORMATION on page 61)

NOTE: In some towns, the tissue sheet from a self-mailer is used as a duplicate form.

11. Record Undeliverable Census Forms

You will also need to keep track of the forms which could not be delivered by the post office. These forms relate to residents who have moved or to vacant houses.

The methods used to record undeliverable forms may be similar to those outlined under 10. Record Completed and Signed Forms above.

If the town clerk's office has a computer or a terminal, the program may require that the undeliverable forms are recorded as having been received by entering a code before the census information is deleted. This procedure keeps the address in the main census data file and permits a form addressed to *occupant* to be printed for follow-up.

If census update forms are used for all deletions, enter the word *moved* on the master census list opposite the name of each person shown on the census form. Or, to save time, draw a bracket around the members of the household shown on the census form and enter *moved* in the margin next to the bracket. In most towns, the new address is entered if known, particularly if the family moved within town.

If the form has been returned because the house is vacant, also enter a note to that effect. Houses from which a form has been returned by new residents will have been marked *new* or *N*. These entries will keep track of whether or not a follow up is needed for a particular house.

If all changes are entered directly on the master census list, enter a mark or code in the appropriate column as instructed by the service bureau. Note that there may be two different columns or codes, one for registered voters and the other for non-voters who have moved.

After the census form has been recorded, make a red check mark on it to show that this step has been taken.

Or, for each undeliverable census form, remove the duplicate form and either throw it away or keep it in a separate location. Make a check mark on the original form to show that this step has been taken.

Note however, that if you use the duplicate forms as census update forms, the duplicate related to each undeliverable census form must be retained and may be attached to the form. These duplicates will be marked *delete* and forwarded to the service bureau. (see IV. L. PROCESSING CENSUS INFORMATION on page 61)

Since you may need to refer to a particular census form later, keep original undeliverable census forms in order after recording. Be certain that undeliverable census forms are not thrown away at this time and that neither originals nor duplicates are accidentally processed as completed forms.

I. CENSUS BY TELEPHONE

The words in the first sentence of 51:4 *or communicate with the residents of* added by 1974:113 permit the annual town census to be conducted exclusively or primarily by telephone and there are several towns which use this method.

Whether or not census by telephone is feasible in your town will depend primarily upon the number of households to be contacted and the difficulty in contacting them by phone.

Census by telephone is likely to be a successful method in towns having a relatively small number of households. Probably not more than about 10 successful telephone calls can be made per hour. If the person making the calls tends to converse with the resident during the course of obtaining information, the number of successful calls per hour will be considerably decreased. In addition, interruptions for other necessary work in the office must be considered unless the person making the calls is required to do no other work or he makes the calls outside of office time.

If both adults work outside the home in a large number of households in your town, telephone calls will usually have to be made after school hours through the early evening. Generally calls should not be made after about 8 P.M. In addition, residents tend to resent being disturbed by telephone calls during the dinner hour.

Looking up telephone numbers may take considerable time. It is suggested that a record be kept of each resident's telephone number once it has been looked up so that the number will be easily available for the next year's census.

NOTE: In some towns, a telephone book listing only residents of the town is prepared by a civic or service organization. Or, you may be able to obtain a telephone directory for your town arranged by street address from a realtor. The use of such a book will save considerable time.

Census by telephone may be conducted using the same procedures outlined under IV. G. CENSUS BY VISITATION, 3. Taking the Census on page 25 except that the information would be verified or obtained by telephone instead of in person at the resident's house.

J. GROUP QUARTERS [51:10A]

Special provisions for obtaining census information apply to inns, lodging houses, nursing and rest homes, fraternity houses and dormitories of an educational institution, condominiums of any size and apartment complexes consisting of more than 8 units. [51:10A] 51:10A specifies the person required to obtain information for each resident living in the building(s) and to furnish it to the registrars for each type of dwelling unit listed. (see IV. F. WHO PROVIDES INFORMATION on page 13)

In this manual, the general term *group quarters* will be used to refer to all types of dwellings specified in 51:10A and the term *group quarters informant* will be used to refer to the person required to obtain and report information unless otherwise indicated in the text.

NOTE: Persons regularly living at a motel or hotel, not licensed as a lodging house or inn, or in an apartment building of 8 or fewer units are not included in the provisions of 51:10A.

The registrars have specific responsibilities with respect to the residents of dwellings listed in 51:10A as follows:

1. Prepare Forms (see sample form on page 128)

The registrars must prepare forms for the use of the group quarters informants. The type of form is not specified in 51:10A. It may be designed by the town clerk or registrars in a form convenient for their use as long as it permits the required information to be included and contains a space for the informant's signature. Note that, while the registrars may require the informant to provide information under the penalties of perjury on a census-by-mail form under 51:4, a group quarters informant must provide census information under the penalties of perjury regardless of the method used to conduct the census. [51:10A] The words *Signed under the penalties of perjury* should be included on the forms above the space provided for the informant's signature.

In some towns, a copy of that part of the master census list including residents known to be living in the group quarters the previous year is provided along with a supply of blank forms or new resident cards on which information on new residents may be entered. In other towns, blank forms or new resident cards only are provided and the informant must enter the information for each resident of the group quarters.

If conducting the census by mail, the preprinted census forms related to listed residents together with a supply of blank forms are provided to the informant. Or, the census forms are mailed directly to the residents known to be living in the group quarters either because they were listed last year or their names and addresses appear on a list provided by the informant in December. (see IV. H. 1. a. update census records on page 37) The group quarters informant is provided with a list of residents who have returned census forms together with a form on which to enter information for residents who have not responded to the census mailing but who are still living in the building and for new residents.

If a section of a census master list or a separate form for each resident or household is provided, a separate certificate on which the group quarters informant attests to the information may also be provided. The certificate may be in the following form:

SAMPLE CERTIFICATE

I certify that all information on residents living in [name of apartment complex, nursing home, etc.] provided by me to the Registrars of [town] in connection with the annual town census of [year] is true to the best of my knowledge and belief.

Signed under the penalties of perjury.

____
Informant's Signature

Date_______________

2. Registrars Must Furnish Forms

The registrars must furnish the necessary forms to each group quarters informant in the town. The court has ruled that the term *furnish* connotes an obligation to provide or to supply the forms. (see Santana v. Registrars of Voters, (1983) 455. N.E.2d 1200; 390 Mass. 353)

You will comply with the law if you simply send the informant a notice that forms are available at the office. However, it is recommended that the forms be mailed or delivered to the informant since you are more likely to obtain his cooperation if he is not required to pick them up at the registrars' office. In any case, you should not assume that the informant is aware of his responsibilities to provide information since there may have been a change in administrative personnel at the group quarters since the last census was taken.

Written instructions should be prepared and furnished to group quarters informants along with the forms. (see sample instructions on pages 129-131)

3. Information Required

51:10A requires that the informant provide only the name and date of birth of every person 3 years of age or older on January first of the current year whose place of residence on that January first was the inn, lodging house, public lodging house, multi-dwelling unit, nursing or rest home. In some towns, only the name and date of birth is requested from the group quarters informant and the remaining census information on each person is obtained by the town clerk's/registrars' office. In this case, an address may also be needed particularly if the informant is providing information related to a large apartment or condominium complex.

However, group quarters informants may be asked to provide the same information for each resident as is required for other residents of the town not living in group quarters. (see IV. D. INFORMATION TO BE COLLECTED on page 7)

NOTE: Institutions in which residents are not listed because of privacy considerations are not covered by 51:10A. (see IV. E. 2. Residence, a. group quarters on page 11)

4. How Information Obtained

The General Laws do not specify how the informant is to obtain information for each resident. He may obtain it directly from the resident or, whenever possible, from his own records of the persons who live in his building.

5. Informant to Deliver Information to Registrars

After the informant has completed the forms and signed them or the certificate, under the penalties of perjury, he must deliver them to the registrars. They may be delivered by mail or in person.

While 51:10A requires delivery by the informant, the registrars may go or send someone to the group quarters to pick up the completed forms.

6. Receiving Information

Upon receipt of the forms, check to be certain that each form, or the certificate, has been properly signed by the informant. If not, the informant should be asked to do so even if the form has to be taken to the facility to obtain his signature.

If the informant has provided only name, date of birth and address, one of the methods outlined under IV. K. FOLLOW-UP below may be used to obtain the rest of the required information. If the informant has provided all the required census information, record that it has been received for each person or, if applicable, that a previously listed person has moved. (see IV. H. 10. Record Completed and Signed Forms and 11. Record Undeliverable Forms on pages 49-51)

7. Paying Informant Not Required

There is no requirement in 51:10A that the town pay a group quarters informant for obtaining and delivering the census information. In most towns, the work is done during the informant's regular working hours and he does not request additional pay from the town.

However, on occasion a group quarters informant will ask to be paid. The board of registrars should determine whether or not payment will be made.

K. FOLLOW-UP

Regardless of the method used in conducting the census, some follow-up work will probably be necessary. Follow-up may be done by telephone, by mail or a combination of the two and, if necessary, by a police visit to the household. The procedures generally used depend upon the reason follow-up is needed and the method by which the census is conducted. Since the regular office staff is usually very busy processing census information, extra help is sometimes obtained for follow-up work.

1. Reasons for Follow-Up

   a. household not contacted

Follow-up is necessary if the required census information could not be obtained from a household. The census taker may have reported that he could not find anyone at home, that a member of the household refused to give information or that a house appeared to be empty but he is not certain.

If the census is conducted by mail, a follow-up is needed if a household has not returned the census form or if the census form were returned as undeliverable but no information has been obtained on new residents at that address.

NOTE: In most towns, there are a number of persons who are regularly out of town in the winter months or who are away from home on extended assignment for their employers. If you know that this situation exists, no follow-up is needed and the persons should be retained in the census records even though no contact has been made during the current census. In some cases, two unrelated families will be listed at the same address, the family away for an extended period and the family currently renting the house.

b. information omitted or incorrectly reported

Follow-up is also necessary if the household has been contacted but some of the required information has been omitted. A census taker may have been unable or neglected to obtain certain required information. Or, an informant did not include the information on his census-by-mail form.

Follow-up may be necessary if information is incorrectly reported, such as the name of a business or company was reported as an occupation rather than the type of work done.

Omitted school information, such as grade or school attending, may be obtained during the follow-up. However, follow-up for such school information is the responsibility of the school department.

c. information requires verification

Changes in certain census information should not be made until verification has been obtained during the follow up.

(1) name

The registrars should not change a person's name in the records if he wishes to retain his former name. (see 51:2) In addition, it is an unlawful practice to require an individual to use, because of sex or marital status, any surname other than the one by which he is generally known. (see 151:4(15))

The registrars may request a written, signed verification for all name changes reported in the census unless the person whose name is to be changed is also the informant. (see sample verification request on pages 132 and 133)

Verification may also be requested if a correction in the spelling of a name is reported unless verification can be done by checking a record in the office, such as the affidavit of registration. (see sample verification request on page 134)

NOTE: In some towns, a notice is sent to each registered voter whose name is to be changed. (see IV. L. PROCESSING CENSUS INFORMATION on page 61)

(2) date of birth (see sample verification request on page 135

It is not unusual to find a change in a year of birth reported in the census. The date of birth shown in the previous year's census record may be incorrect. However, sometimes a resident will attempt to make himself younger, particularly if the date or year of birth is printed in the street list.

Written, signed verification is usually requested under the following circumstances:

- the person is a registered voter and the date of birth on his affidavit of registration does not agree with the correction;
- the person is an adult in the household, is not a registered voter and was not the informant.

The correction is usually accepted as reported and verification is not requested under the following circumstances:

- the person is a registered voter and the correction agrees with the date of birth shown on his affidavit of regisraton;
- the person is not a registered voter but was the informant;
- the person is a child.

2. Methods Used for Follow-Up

a. census by visitation

The follow-up methods generally used in towns conducting census by visitation are as follows:

(1) by telephone

If the census taker was unable or neglected to obtain information during his visit to a house, an attempt is made to obtain the information by telephone.

In some towns, the census taker does the telephone follow-up before returning the census cards, forms or the master census list to the office. Otherwise, the telephone follow-up is done by office personnel, particularly if a resident refused to give some or all the information to the census taker.

A record may be kept of each previously listed resident's telephone number or a telephone book listing only residents of the town prepared by a civic or service organization is used. Sometimes a realtor may be able to provide you with a telephone directory for your town arranged by address. The use of such a record or book will save considerable time in looking up telephone numbers for the follow-up. However, the telephone numbers for new residents must usually be obtained from directory assistance.

On occasion, a person will refuse to answer questions over the telephone. In that case, suggest that he call the town clerk's/registrars' office so he can be certain he gives the information to an authorized person, not to someone who is simply nosy or trying to get information for some purpose other than the census.

The information obtained by telephone should be entered on a census card or form or verified with information printed on a master census list or multi-year census form the same as if a census taker had obtained it. Then the form or list may be placed with others ready for processing.

(2) by mail (see sample follow-up letters on pages 136 and 137)

The follow-up may be conducted by mail, particularly if it is difficult to reach residents by telephone during the day.

If you use new census forms for all residents each year, a set of forms may be mailed with a letter requesting that they be completed and returned. If a multi-year form or a master census list is used, a copy of the multi-year form or the information on the master census list may be sent to the household with a request that it be checked for accuracy, corrections made, if necessary, signed and returned to the town clerk's/ registrars' office.

If a census taker reported that a family has moved, but you do not have completed new resident cards or forms for that address, a letter may be sent to *resident* or *occupant* at that address requesting census information. A number of new resident cards or forms may be enclosed.

If necessary, a letter should also be sent requesting that a change of name or birth date be verified. (see IV. K. 1. c. information requires verification on page 56)

A follow-up by mail will usually be more successful if a self-addressed stamped envelope is included.

It is suggested that whenever possible, you enter *LETTER [DATE SENT]* on the original census form or next to the name on the master census list, or that you make a copy of the letter to provide a record that the step has been taken.

If a telephone response is received, enter the information provided on the person's form or on the appropriate page of the master census list and place the form or list with others ready to be processed.

If completed census forms are received, they should be examined and placed with other forms ready to be processed the same as if a census taker had returned them.

In some towns, when a written, signed verification is received, it is attached to the person's census form or to the appropriate page of a master census list. In other towns, a note is entered on the form or list, such as *verified, change [name; DOB]* or the correct information is circled and *verified* entered next to it.

(3) police visit [51:14A]

When census information cannot be obtained by telephone or by mail, police department assistance is requested. A police officer can usually drive by a house enough times during his regular patrol of the town to find someone home. In addition, individuals, who refuse to give information to a census taker, do not usually refuse when the questions are asked by a police officer.

If the updated master census list or multi-year forms are used, the police officer should be given a copy of the information for a listed person and asked to verify each item the same as a census taker. If new residents are to be visited, the police officer should be given new resident cards or forms and enter the information.

The police officer may give out information on voter registration, dog licenses, etc. the same as a census taker.

NOTE: Other town officers, such as a member of the fire department or the supervisor of school attendance, may be asked to do follow up work. [51:14A] (see IV. B. 2. Assistance on page 6)

(4) other sources of information

If follow-up by telephone, mail or police visit is unsuccessful, you may be able to determine whether or not a listed family is still living in the town from other sources of information such as water or light department records, assessors' records, etc. (see IV. G. 1. Preparing for the Census on page 14) If some record is found to indicate continued residence, the family should be retained in the census records.

b. census by mail

In many towns conducting the census by mail, a follow-up to contact households which have not responded is begun about three weeks after the census forms were mailed. In other towns, follow-up is not begun until somewhat later.

Follow-up to verify information is usually begun as soon as the returned census forms have been examined and the need for such follow-up is known.

The follow-up for census by mail may be conducted using the same methods as outlined for census by visitation under IV. K. 2. a. census by visitation on page 57.

Follow-up on households which have not yet returned a completed and signed census form is usually done by telephone. The information for a listed resident may be verified using the master census list or a duplicate census form for reference. A blank census form may be used to record information for new residents.

Follow-up on households which have not yet returned census forms may also be accomplished by mailing a notice requesting that the form be completed, signed and returned. (see sample notices on page 138) Or, a duplicate copy of the census form or tissue sheet is mailed with a letter requesting that the form be returned.

In some towns having a computer or terminal in the town clerk's office, a printout showing the residents who have not returned census forms is obtained by computer and used as reference for mailing notices. (see sample non-respondent list on page 139) Or, a new census form, containing the same information as the original, is printed by computer and mailed to the household together with a letter. (see sample letter on page 140)

A second notice or letter may be sent if no response is received within about two weeks. Or, a police officer may be sent to the house.

If a completed and signed census form is received in response to the follow-up, it should be examined and recorded the same as a form received after the original mailing.

Information omitted from a returned form may be obtained by telephone and entered directly on the form. If, however, a letter is sent to obtain missing information or to verify a change of name or date of birth, enter on the census form *LETTER [DATE SENT]*. When the letter containing the information is returned, it may be attached to the form and placed with other forms ready to be processed.

In any case, follow-up is usually done by mail for each household related to a form returned by the post office as undeliverable unless the house is known to be vacant.

A list of the addresses shown on undeliverable forms or the undeliverable forms themselves may be used as reference. A census form containing only the printed messages at the top is mailed to *resident* or *occupant* at each address together with a return envelope and instructions. In towns having a computer or terminal in the town clerk's office, the census form addressed to *occupant* is usually prepared by computer.

For each completed and signed form returned from this mailing, make a check mark on the list of addresses next to the appropriate address or enter a note on the master census list to provide a record that the household has been contacted. If no form is returned within about two weeks, a police officer may be sent to the house.

NOTE: If census forms were addressed to the resident or occupant, the only undeliverable forms will be those related to vacant houses. In this case, no follow-up is needed but the street address should be maintained in the main census data file so that a census-by-mail form will be printed for that address next year.

c. census by telephone

If a household could not be contacted by telephone, the follow up may be done by mail or by police visit. (see IV. K. 2. a. (2) by mail, (3) police visit and (4) other sources of information on pages 58 and 59)

L. PROCESSING CENSUS INFORMATION

Census information must be processed so that the required and optional lists related to the census may be prepared. The steps to be taken will depend to some extent upon how the census was conducted, upon whether or not data processing is used and the order in which the lists are prepared.

1. Schedule

Processing may begin as soon as a number of census cards, forms or pages of the master census list have been received, examined and arranged in order and recorded. In some towns, the information for an entire street or a substantial portion of a street is obtained before processing is begun for that street. In most towns, follow up work is being done while census information is being processed.

Processing work is usually divided among employees so that the census and related work can be completed in a reasonable time. The cards, forms or lists may be divided by precinct or by streets. The work may be divided by category, one person working on follow up or checking voter status and others preparing census update forms or marking the master list, for example. However, the work will proceed faster if it is divided so that two employees do not have to use the same references at the same time.

2. Reported Information Accepted

The following items of census information are generally accepted as reported.

a. occupation

Unless it is entered as a business or a company instead of the kind of work done, occupation should be accepted as reported. (see IV. K. FOLLOW-UP on page 55)

However, an occupation may need to be abbreviated in the census records, particularly if data processing is used and in that case, care should be taken so that it is recognizable and inoffensive. For example, *Mrktg Co* might mean marketing consultant but is not clear. Student should not be abbreviated as *Stud.* Assistant Manager should be abbreviated as *Asst Mgr* or *Assist Mgr.*

b. nationality

An alien may have become a naturalized citizen since the last census. If so, the change should be accepted as reported since the person may not be required to verify his citizenship by presenting his naturalization papers or other evidence. (see 51:45A)

c. sex

If a change in a person's sex is reported, it is assumed that an error was made in last year's census list.

d. dogs

Changes in the number or sex of dogs are accepted as reported. A spaying or other vet's certificate would be required at the time the dog license is obtained.

e. school information

If additional school information is obtained for the school department, a change in school grade will be made each year. In addition, the name of the school and other information may change. Any changes are usually accepted as reported. In most towns, information is verified by the school department, if necessary.

f. head of household

If a head of household, or similar designation is corrected, it is usually accepted as reported. If it is omitted, it is added by office personnel without contacting the household. Usually the oldest adult, or an adult male is assigned this designation. Generally such a designation does not appear in the census records unless data processing is used.

g. veteran's status

Veteran's status is optional information and should be accepted as reported.

h. signature (census-by-mail towns)

If the informant's signature has been omitted from a census-by-mail form, the form is accepted in most towns. The household is not contacted to obtain a signature.

i. resident deceased

If a note that a resident has died has been entered by the census taker on the master census list or census form or by the informant on a census-by-mail form, the information should be accepted as reported whether or not there is a death certificate for that person on file in your office.

3. Information to be Checked

Changes in certain items are often checked by examining the records in the office. In some cases, a notice is sent to the resident. If a notice is sent requiring information to be returned, enclosing a self-addressed stamped envelope will increase the response rate.

a. name

If a registered voter's name change is reported, a notice is sent informing him that he must appear in person at the office to re-sign his affidavit of registration before the close of registration if he wishes to have his new name appear on the annual register and on the voting list to be used at a primary or election held before June first. (see 51:2 and LISTS, II. ANNUAL REGISTER on page 151) The notice may be similar to that used to verify a name change, except that the voter does not need to return it. (see sample notice on page 133)

NOTE: In towns using data processing, it is particularly important to have voters, who have changed their names, appear as soon as possible to re-sign their affidavits of registration. The provisions of 51:2 complicate processing census information since entering the new name in the main census data file and on the new census list while retaining the former name on the annual register and voting list contained in or generated from that file is not practical.

b. address

If the census report shows that a person has moved within the town, it should be accepted and the person moved to the new address in the census records. However, if a registered voter has moved to a new precinct, a notice is sent informing the voter he must request in writing that his address be changed if he wishes to vote in his new precinct at a primary or election held before June first. (see 51:3 and LISTS, II. ANNUAL REGISTER on page 151) (see sample notice on page 141) Note that the person should be listed at his new address in the current year's census records and the previous address should also be included as part of his census information.

NOTE: In precinct towns using data processing, it is particularly important to obtain the written requests for address change from voters, who have moved from one precinct to another, as soon as possible, unless the town does not vote by precincts in any elections held before June first. Entering the name at the new address in the main census data file while retaining it at the previous address on the annual register and on the voting list contained in or generated from that file is not practical.

On occasion, a change is reported in the house number on a street, or if the house is on a corner lot, the informant may wish to change his address from one street to the other. In some towns, the engineering or other town department responsible for assigning house numbers is contacted to determine what house number or address is recorded in its records. That department usually supplies the fire department with maps showing the location and address of each house. If the change is to be made in the census records, it should also be recorded by the engineering department and subsequently by the fire department.

Occasionally a street appears in the records under one name but a resident of that street wishes to use a different street name. Generally, a street name cannot be changed without some official action. In some towns, the resident or residents are notified that they must be listed under the current street name until such official action has been taken. Contact the selectmen, road commissioners, engineering department or planning board, to determine what action must be taken, or suggest that the residents do so. (see 41:81E-81J for streets appearing on an official map. Also see FILING AND RECORDING, VII. HIGHWAYS, TOWN WAYS, PRIVATE WAYS in Volume 2 of this series)

c. voter status

If a person's voter status has been entered or changed by a census taker on census forms or on the master census list or by the informant on a census-by-mail form, it should be verified by examining the voter registration and party enrollment records in the office. The records to be examined are the current affidavits of registration and party enrollment cards, including those received but not yet processed, and/or the updated voting list.

The inactive affidavits of registration may also be examined since the person may have been erroneously dropped from the census and voting lists the previous year. Unless you have evidence that he has not continuously resided in the town, he should be returned to both the census and voting lists if his affidavit is found. (see also ELECTION DAY, V. OMITTED VOTERS and VII. ERRORS IN PARTY ENROLLMENT in Volume 4 of this series and NOMINATIONS FOR TOWN OFFICE, B. 4. d. (2) towns with primaries in Volume 5 of this series for procedures on checking records)

If a voter status has been entered but no record of that person's registration can be found, he should be notified. Include information on when and where to register. (see sample notice on page 142)

If the person's party enrollment has been changed in the census report, but no record of such a change can be found, he is also notified. Include information on changing party enrollment and enclose a party change card. (see sample notice on page 143)

In towns conducting census by mail, a party change entered on the census form may be accepted and the records are corrected without further contact with the voter, provided the voter requesting the change has signed the census form under the penalties of perjury.

NOTE: If the person registers or returns a party change card before the close of registration, the appropriate correction should be made on the voting list to be used in the next election. (see PREPARING ELECTION MATERIALS, V. VOTING LIST in Volume 3 of this series) If time permits, enter the appropriate correction in the census records before the required lists are prepared.

A notice may be sent to inform a voter that the appropriate correction has been made in the census records, if a record of his registration or party change is found.

NOTE: If new forms are used for all residents each year, the status of all voters will have to be entered from the records in the office in order to use the census forms as the reference for preparing the street list. (see a. towns without data processing below)

d. date of residency

For new residents, the previous year is entered as the date of residency. If, however, a change is reported for a listed resident, previous street lists may be checked to determine whether or not a clerical error has been made.

4. Procedures

The procedures to be used for processing census information will depend upon whether or not your town has data processing and the type of census forms used.

a. towns without data processing

(1) new census forms used each year

If new census forms are used each year and the census takers do not enter voter status, the voter status will need to be entered in the office so that the forms may be used as reference for preparing the street list. The census forms are compared with the current affidavits of registration, including those received but not yet processed and filed, and/or the most recent updated voting list. The work may be done by a team with one person reading the name and address from the census form and entering voter status while the other person reads the voter status from the affidavits or voting list.

NOTE: If the census takers enter voter status, each entry will need to be verified in the office using the same procedures as outlined below. In addition, each form without a voter status should be checked against the affidavits or voting list in case it was omitted in error.

The forms related to persons under 17 years of age may be separated from others since these persons cannot be registered voters. If you use a separate school census form similar to that shown in the sample on page 95, these may be separated from others. They are not needed at this time since each person who might be a registered voter, will appear on a regular census form.

However, if you use the census forms themselves as the new census list, it may be less time consuming not to separate out the forms for those under 17 years of age since they will need to be refiled later. (see LISTS, I. NEW CENSUS LIST on page 147)

The census forms to be processed should first be arranged in the same order as the reference you will use to obtain the voter status.

The spelling of voters' names and dates of birth may be checked while the forms are being processed and if necessary, verification obtained. (see IV. K. FOLLOW-UP on page 55)

The specific steps to be taken will depend upon how the voting list and the affidavits of registration are arranged. In any case, be certain that processed forms do not become mixed in with unprocessed forms.

(a) affidavits and voting list by streets

If the affidavits of registration are arranged by streets and the current party enrollment appears on them, the voter status including party may be entered on the census forms and the affidavits of voters who have moved or died may be removed from the file at the same time. (see LISTS, II. D. UPDATING AFFIDAVIT OF REGISTRATION CARD FILE on page 155)

NOTE: If there is no affidavit card in the file for a voter who registered prior to June 1, 1974, the effective date of 1973:1137, compare the census forms with an updated voting list. Then use the marked voting list as reference to remove affidavits from the active file.

Process the forms for one street at a time. Every house on the street should be accounted for, if possible, either because you have forms for the household or you know that the house is unoccupied. Otherwise, you may remove an affidavit in error simply because a census form has not yet been included with others for that street.

If it has been impossible to contact a household, however, census forms for that household will not be included. Affidavits of registration for voters living in that house will unavoidably be removed from the file even if they have not moved. These voters will be notified. (see LISTS, II. F. NOTICE TO DROPPED VOTERS on page 159)

Compare the census forms with the affidavits of registration. If an affidavit is found, enter the voter status on the related census form, or next to the voter's name on a family group form. Enter D or R for voters enrolled in a party. U, V, I or an asterisk may be entered for unenrolled voters. In some towns, D is entered in one color and R is entered in a different color to help avoid errors in transferring the party to the street list.

NOTE: If you do not include party enrollment in the street list and do not use the census forms as the annual register or as the reference for preparing the new voting list, an asterisk may be entered on the census forms for all voters.

If a person has moved within the town, his previous address will have been entered on the census form and his affidavit of registration will be found under that address. Enter his new address on the affidavit and file it under the new street.

NOTE: If the voter moved to a new precinct and you have not received his written request to be registered at his new address, make a note that his name should not be moved on the voting list to be used at an election held before June first. (see 51:3)

If a voter has changed his name, an affidavit of registration will be found at his address containing the former name. The voter's identity may be verified, if necessary, by checking the birth date on the census card against that on the affidavit. A notice may be sent to the voter. (see IV. L. 3. a. name on page 63) The former name may be entered on the census form and a note made that the name should not be changed on the voting list until after June first unless the voter re-signs his affidavit of registration. (see 51:2) Enter the new name at the top on the front or back of the affidavit of registration.

If no affidavit of registration is found in the active file for a person whose name appears on a census form, check the affidavits received but not yet processed since the person may be a newly registered voter.

If you find an affidavit of registration, but there is no census card containing that voter's name or his name does not appear on a family group form, remove the affidavit from the file. You may save time later when preparing the dropped voter list if the removed affidavits are kept in the order in which they were removed. (see LISTS, III. DROPPED VOTER LIST on page 174)

Processing is somewhat different if one of the following applies:

- current party enrollment does not appear on the affidavits of registration, AND you want to enter party on the census form because it is included on the street list, OR the census forms are used as the annual register and/or as the reference for preparing the new voting list.

- the affidavits for voters who registered prior to June 1, 1974, the effective date of 1973:1137, are not included in the active file.

In these cases, process the census forms as outlined above, except as follows:

Compare the census forms with the updated voting list and affidavits of registration received but not yet included on the list. Be certain that party enrollment on the voting list is up to date.

As the voter status is entered on the census form, make a check mark opposite the voter's name on the voting list. Enter notes on the voting list if a voter's name has been changed or if he has moved to a new address in the town.

Using the marked voting list as reference, remove from the file the affidavit of registration of each voter whose name does not have a check mark. Also enter on the appropriate affidavit, a voter's new name or new address as noted on the voting list.

NOTE: Census forms are usually returned by census takers arranged in order by streets. If affidavits of registration are arranged alphabetically by voters' names but the voting list is arranged by streets, comparing the forms with the voting list will avoid rearranging the census forms. The marked voting list may be used to remove affidavits of moved voters from the file as outlined above.

You may make a check mark next to the name of the street, either on a copy of last year's street list or a separate list of street names as soon as the steps outlined above have been completed for an entire street.

(b) affidavits and voting list alphabetical by voters' names

If the affidavits of registration are arranged alphabetically by voters' names, the census forms may be compared with affidavits to obtain or verify voter status and remove affidavits of voters who have moved or died, provided all census forms have been received and arranged in alphabetical order by name. Otherwise, you will not know which affidavits to remove from the file.

However, processing may begin before all census forms have been received if you compare the forms with the updated voting list. Arrange the group of forms to be processed in alphabetical order by voters' names.

The procedures for entering voter status and marking a voting list are the same as outlined under - affidavits and voting list arranged by streets on pages .

After all census forms have been processed, the marked voting list may be use as the reference for removing affidavits from the file.

(2) multi-year forms

If you use multi-year forms, the voter status will already appear on many of the forms. However, changes in voter status or new entries made by the census takers will need to be verified by comparing the form to the affidavit of registration or voting list using procedures similar to those outlined under IV. L. 4. a. (1) new census forms used each year on page 65.

A separate census card file may be arranged in alphabetical order by name. In this case, the first step in processing information is to arrange the forms in alphabetical order by name. If each card contains the information for the entire family, the forms for the family are kept together under an adult's surname even if other members of the family have a different surname. The work may begin as soon as a number of forms have been received from the census takers. However, be certain that processed forms do not become mixed with those not yet processed.

NOTE: In some towns, a copy of the most recent updated voting list is marked before the forms are arranged in alphabetical order. A check mark is made opposite the name of each voter reported as a current resident. A note *moved* or *died*, as applicable, is entered on the voting list next to the name of each voter whose census form contains such a note. The name may also be crossed out. These steps should be taken if the voters who registered prior to June 1, 1974, the effective date of 1973:1173, do not have an affidavit in the active card file.

Using the census forms as reference, the census card file is updated. Changes in information are transferred from the forms to the cards. In some towns, as the change is made on the census card, the item is checked on the form to provide a record that the step has been taken. A new card is completed and filed for each new resident or family and a check mark made on the related form(s).

Cards related to forms marked *moved* or *died* are removed from the file. Each card is marked *moved* and the new address entered, if known, or it is marked *died* and the date of death entered, if known.

The updated alphabetical census card file is then used as the reference for preparing the alphabetical section of the street list. (see LISTS, VII. STREET LIST on page 184)

Once the card file has been updated, the census forms are arranged in order by streets and are then used as reference for preparing the street section of the street list.

If you do not maintain a separate alphabetical census card file, the forms should be arranged in the order in which the names will appear on the first list you prepare. (see LISTS on page 184) Since the forms are returned by census takers in order by streets, you may save some time if you prepare the street section of the street list first. Include the forms for which follow up and verification, etc. have been completed. (see IV. K. FOLLOW-UP on page 55 and IV. L. 3. Information to be Checked on page 63)

Forms related to children under 17 years of age may be separated from others since these persons do not appear in the street list. However, if you use the forms themselves as the new census list, you will save time later if these forms are not separated. (see LISTS, I. NEW CENSUS LIST on page 147)

Also, all the forms, including the children's forms, will be needed for conducting the census the following year.

In addition, the forms marked *moved* or *died* may be used as the reference for removing affidavits of registration from the active file. These forms may be separated out at this time. If it has been impossible to contact a household, the forms for that household may be included with those marked *moved*. Registered voters appearing on these forms will be sent a dropped voter notice. (see LISTS, II. F. NOTICE TO DROPPED VOTERS on page 159)

NOTE: If a voter has moved within the town, you will find a form under his new address showing his former address. Be certain that this voter's affidavit of registration is moved to his new address, not removed from the file. On his original form marked *moved*, enter his new address if it has not already been entered. The old form may be attached to the new form.

b. towns with data processing

In towns conducting census by visitation, the references to be used in processing the information are the master census list and the new resident cards marked or completed by the census takers. The pages of the list and cards may be organized as outlined under IV. G. 5. c. master census list and new resident cards on page 35.

In towns conducting census by mail, the references to be used in processing the information are the completed and signed census by mail forms and the forms returned as undeliverable. The completed census forms may be arranged in order as outlined under IV. H. 8. Examine and Arrange Completed Census Forms on page 47. The undeliverable census forms may be arranged in order as outlined under IV. H. 9. Arrange Undeliverable Forms on page 49.

The specific steps to be taken will depend upon whether a service bureau is used or information is entered directly into the main census data file by using the computer or terminal in the town clerk's/registrars' office.

(1) service bureau used

NOTE: In the following, the term *service bureau* is used to designate a private data processing company or the town data processing department.

Usually census information is processed by streets. If possible, start processing the streets for which information is complete, that is, the follow-up has been completed (see IV. K. FOLLOW-UP on page 55) and information has been checked. (see IV. L. 3. Information to be Checked on page 63) Processing may be started on other streets, however, provided you make a record or sufficient notes to show what has not yet been processed on that street.

While processing, be certain that pages of the list and new resident cards or the census by mail forms which have been completely processed do not become mixed with others.

(a) census update forms used for all changes, additions and deletions

The following applies if census update forms are used for all changes, additions and deletions.

If the census is conducted by mail, the census forms received are usually first recorded on the master census list. (see IV. H. 10. Record Completed and Signed Forms on page 49 and 11. Record Undeliverable Census Forms on page 51)

An update form for adding a new resident may have a reference code preprinted on it or the service bureau may assign a reference code number when it processes the form. The reference code of a listed resident will appear on the master census list or census-by-mail form and usually must be entered on the update form when changes or deletions are to be made. The reference code may consist of a number, usually not more than seven digits, a street code or a combination. There may be a reference code for each family.

Spaces or boxes are provided, or a separate update form is used, to indicate whether a change in listed information is to be made or a person is to be added to or deleted from the main census data file.

NOTE: If the census is conducted by mail, duplicate census forms or the tissue sheets from the self-mailers are sometimes used as census update forms for changes in listed information and for deletions. A blank census form or tissue sheet may be used to add new residents.

From the pages of the master census list used by census takers and new resident cards or the census-by-mail forms to be processed, enter the change, addition or deletion on the update forms by hand in accordance with instructions from the service bureau. Note that there may be two separate codes to be entered or boxes to be checked for persons who have moved, one for registered voters and the other for non-voters.

After the update form has been completed, proof read it against the reference used to be certain the information entered is accurate. A colored check mark is often made next to each item on the reference to show that the information has been transferred to the update form.

EXAMPLES:

> Each change and item of new information was entered in red by the census taker on the master census list and on new resident cards. After the census update form for a listed person has been completed, a green check mark is made next to each red item on the master census list. After an update form is completed for a new resident, a green check mark is made at the top of the new resident card.
>
> When census-by-mail forms were examined in the office, changes entered by the informant were circled in red and a red check mark was made when the form was recorded. Green check marks are made after the census update form has been completed.

Such a procedure will help insure the accuracy of information entered on the update forms and will provide a record on the reference that the changes, deletions and additions were made.

The master census list pages, new resident cards or census-by-mail forms may be kept on the desk of the person working on them during the day. At the end of the day, the processed list pages or census-by-mail forms may then be placed in the correct order with other pages or forms on which no changes were to be made, if one of the following applies:

- you have already removed affidavits of registration of moved and deceased voters from the card file, or
- you use the update forms marked *delete* as the reference for removing affidavits of registration, or
- you obtain a computer printout of dropped voters to use as reference for removing affidavits of registration, or
- there are no moved or deceased voters on the page or form you have processed.

Otherwise, they may be placed in a separate container until after the affidavits of registration have been removed. (see LISTS, II. ANNUAL REGISTER on page 151)

NOTE: In some towns conducting census by mail, the undeliverable forms are processed separately from others and are used as the reference for removing affidavits of registration from the file.

When the update forms for new resident cards attached to the census list pages have been processed, the cards may be filed. In some towns, these cards are filed alphabetically by residents' names. In others, they are filed by streets.

NOTE: In some towns using a card file for dogs, pages of the master census list, new resident cards or census-by-mail forms showing changes in the number or sex of dogs or new dogs are separated and placed in a container so that the dog card file may be updated. (see LICENSES AND PERMITS, III. DOG LICENSES in Volume 2 of this series)

The completed update forms should be arranged in the order required by the service bureau. Some service bureaus require the update forms to be separated by categories; changes, additions, deletions, for example.

(b) master census list copy marked for all changes, additions and deletions (see samples on pages 89 and 90)

If all changes, additions and deletions are to be made on a copy of the master census list, the procedures are similar to those outlined under IV. L. 5. b. (1) census update forms used for all changes, additions and deletions, except that the information from the pages of the master list used by census takers and new resident cards or the census-by-mail forms must be transferred to the copy of the master census list to be sent to the service bureau. For each listed resident, a column on the list may need to be marked or a code or note entered to indicate what action is to be taken by the service bureau.

The reference code for listed residents appears on the master census list. It may or may not also appear on a census-by-mail form.

The information for new residents may be added on blank lines at the end of each street or on a separate page of the master list for that street. However, the service bureau may require that a census update form be completed for these residents.

The service bureau may also require that the information for each listed resident be verified and a check mark made in the appropriate column or box whether or not a change is to be made.

Usually, all marks on the master list must be made in red.

NOTE: In some towns using census by mail, the changes, deletions and additions are entered on the copy of the master census list at the same time as the census forms are recorded. (see IV. H. 10. Record Completed and Signed Forms on page 49 and 11. Record Undeliverable Census Forms on page 51)

In some towns using census by mail, the undeliverable forms are arranged in order with completed forms so that the appropriate code or *moved* may be marked on the master census list at the same time as changes are being made. In other towns, the undeliverable forms are processed separately.

To maintain a record of the streets which have been completely processed, a check mark may be made opposite the street name on a copy of last year's street list or on a separate list of street names.

The pages of the master census list and new resident cards used by census takers or the census-by-mail forms may be filed the same as outlined under IV. L. 5. b. (1) (a) census update forms used for all changes, additions and deletions on page 72.

When all streets have been processed, the marked master census list must be forwarded to the service bureau. Some service bureaus return the list to the town clerk after the main census data file has been updated. In some towns, the list is used to proof read the new census list when it is received. Proof reading can usually be done quickly since changes, deletions and additions were marked in red on the list sent to the bureau.

Some service bureaus provide a computer printed card, containing all the census information, for each person included in the current census list. These cards are filed in the office and used as census update forms for making changes in listed information during the year. In some small towns, a census card file is prepared by hand, updated each year and used as reference during the year.

(2) computer or terminal in town clerk's/registrar's office

If there is a computer or terminal in the town clerk's/registrars' office, census information is processed by entering it directly into the main census data file. Update forms are not needed nor does a copy of the master census list need to be marked.

The specific procedures to be used will depend primarily upon the type of computer and the program used. Since these procedures vary widely among towns, they are not covered in detail in this manual. However, the following generally applies.

Residents who are to be retained in the main census data file must be recorded. This is usually done by entering only the reference code for each family and/or resident using one of the program menus.

NOTE: Usually, there is no need to record census forms received by marking a master census list or removing duplicate forms. The computer makes this record as census forms are processed.

In some towns, the codes are first entered for all residents whether or not changes are to be made in listed information related to those residents. Then the pages of the master census list or census-by-mail forms showing changes are separated out and the changes for listed residents are entered.

In other towns, the master list pages or census-by-mail forms containing no changes are first separated from others and the codes related to these residents are entered. The changes are processed separately by first entering the reference code to retain the resident in the main census data file and then the appropriate changes for each resident are entered.

Residents who have moved or died must be deleted from the main census data file. In many towns, the deletions are processed separately. However, usually two different codes are used, one to delete a registered voter and the other to delete a non-voter. If the house is vacant, the street address is maintained in the main census data file to be certain that the address appears on the master census list or a census-by-mail form is prepared for the next census. However, when the computer prints the street list, an address for a vacant houses does not appear.

New residents are usually added to the main census data file using a separate menu.

Some programs permit the dropped voter list to be prepared by computer and this list is used as a reference for removing affidavits of registration from the active file. Some programs also permit the dog list to be prepared by computer and this list may be used to update the dog card file if one is maintained. In these cases, the pages of the master census list or the census-by-mail forms may be arranged in order by streets and filed after processing.

However, if you use the pages of the master census list or census-by-mail forms as reference for removing affidavits of registration of voters who have moved or died, or for updating the dog card file, separate out these pages or census forms. After the affidavits have been removed and the dog card file has been updated, these may be filed.

NOTE: In some towns conducting census by mail, the census forms related to residents who have moved or died are filed separately from others.

M. SCHOOL COMMITTEE PAYS PORTION OF COSTS [51:4]

A proportion of any expenses incurred by the registrars in taking the census, preparing the new census list and the school list, must be carried as an item in the school committee budget. [51:4] (see LISTS, I. NEW CENSUS LIST on page 147 and VI. SCHOOL LIST on page 181)

In many towns, since the expense and census records are in the town clerk's/registrars' office, the town clerk calculates the amount the school committee is responsible for paying and notifies that committee in writing. (see sample notice on page 144) The notice is sent each year well before the school committee finalizes its budget for the next fiscal year.

In some towns, the school committee requests details on how its share of the expense was calculated, including the number of residents in each age category and the specific items and amounts included in expenses. In other towns, the school committee does not require details, or requires only the total amount it should pay.

1. Calculate Proportion

The proportion to be paid by the school committee must be equal to the proportion that the number of persons under 17 years of age bears to the total number of persons listed, 3 years old and older. [51:4]

In order to calculate the proportion, you will need to count the total number of residents included in the census, 3 years old and older and to count separately, the number of residents who are under 17 years of age. If you regularly include all residents regardless of age in the census, those under 3 years old should not be included in the calculation.

If you use data processing, this count may be made by computer. In some towns, a list of the number of persons born in each year is obtained by computer and is used to obtain the counts and for other statistical purposes. (see sample list on page 145) In other towns, only the number of residents in each category, 17 years old and older in one and under 17 in the other, is obtained. If you do not use data processing, the residents will have to be counted by hand.

NOTE: By agreement between the registrars, the school committee and the finance committee, the school committee share of the census cost may be based upon a certain amount, such as 30 cents, for each person who appears on the school list. In that case, only the number of residents appearing on the school list needs to be counted. In other cases, by a similar agreement, the school department pays for postage and/or other specific items related to the census and in that case, the proportion of persons under 17 years old to the total number of listed persons is not calculated. Note, however, a portion of the census costs must be paid by the school committee whether or not there is an agreement.

The proportion may be calculated by dividing the number of residents under 17 years of age by the total number of residents to obtain a per cent. For example, if the number of residents on the new census list under 17 years divided by the total number of listed residents is 28 per cent, the school committee is responsible for paying 28 per cent of the expenses incurred by the registrars in complying with 51:4.

Note that the amount in the school committee budget for the next fiscal year will not be spent until the second census after you are making the calculations. The census costs included in the budget for the year in which the funds will be spent may be multiplied by the per cent obtained as outlined above to calculate the amount the school committee is to pay.

2. Calculate Expenses

The total expense used in your calculations should include both material and salary costs.

a. materials

Obtain the costs of all materials used in the census. (see IV. G. 1. b. prepare materials on page 17 and IV. H. 1. b. prepare materials on page 37) Materials used to update the census information during the year may also be included.

Include printing costs for cards, forms, etc. and data processing costs for the updated master census list, if used. If forms are duplicated using office equipment instead of being printed, the cost of clerical time involved may be included.

If you purchase and print cards or forms in bulk, prorate the costs based upon the number used each year. The cost of materials, such as clipboards, name tag holders, etc. which are used for several years may be prorated based upon their expected life.

b. salary

Obtain the total amount paid for census work to each person involved, including regular census takers who visited the houses, temporary office help, regular office employees, the town clerk and the registrars.

The salary for regular census takers and temporary office help can be easily obtained from the payroll vouchers. However, the salary, attributable only to census work, of regular office employees, the town clerk and the registrars will have to be estimated.

The finance committee generally requires that each department prepare a program budget in which the total department budget is broken down by categories, one of which is the annual town census. Usually in program budgets, salary is listed separately from expense under each program. In some towns where program budgets are required, time sheets are kept by regular employees on which they record an estimate of the number of hours spent each day on each program.

In these towns, either the program budget or the time sheets may be used to obtain an estimate of census salary costs.

c. lists

The cost of preparing only the new census list, school list and list of number of persons born each year or similar list necessary to calculate the proportion should be included. The cost of preparing the street, voting, dog and other lists, such as the list of persons 60 years old and older, should not be included since these are required by sections of the General Laws other than 51:4 or are optional.

The cost of paper and clerical time should both be included.

d. data processing

If you use a service bureau for data processing, the bureau usually provides a breakdown for each part of the service. The cost for adding or deleting names and for changing information for listed persons should be included as well as the data processing cost for printing the new census and school lists, forms, work sheets, census-by-mail forms, envelopes, etc.

If you use the town's or your office computer, an estimate of the cost for items listed above may be included if it is possible to make such an estimate.

Data processing charges for other lists should not be included.

e. mileage

If census takers receive an allowance for mileage, this should be included. In addition, if you, a registrar or one of your employees receives mileage allowance for travel in connection with the census, this should also be included.

f. assistance

In some towns, the police or other officials assist in the census on a voluntary basis, or are paid by the department for which they work. In other towns, these people are paid out of the town clerk's or registrars' budget.

The salary paid for assistance may be included in calculating the census costs.

3. Allocate Funds

The expenditure of funds for the census work is usually controlled by the registrars since they have the statutory responsibility for it. However, there must be some procedure to insure that the funds in the school department budget are allocated and spent for census work. The procedures vary among towns.

In many towns, the school committee is required to sign all vouchers for census costs assigned to its budget. In this case, the town clerk's/registrars' office prepares the vouchers and forwards them to the school department for processing until the amount in the school department budget allocated for census work has been paid out. Vouchers for the remaining costs are prepared by the town clerk, signed by the town clerk or the registrars and paid out of the town clerk's/registrars' department budget.

In other towns, the school department transfers the funds for its share of census costs to the town clerk's/registrars' budget and the town clerk or registrars prepare and submit the vouchers.

N. PUBLIC RECORDS

Except under certain circumstances, all information gathered in the census is a public record. [51:40,41] (see also 4:7(26), 66:10, Public Records Access Regulations 950 CMR 32.00 and FILING AND RECORDING, I. FILING, RECORDING, INDEXING in Volume 2 of this series)

The exceptions are as follows:

1. School Information

If you have obtained information for the school department in addition to that specifically required by 51:4, any such information which might identify the person as having special needs or receiving special education under Chapter 766, The Special Education Law, is not a public record and must be kept confidential.

EXAMPLES:

(a) If the name of the school attended by a person 3 through 21 years of age is requested, and the name of a school providing some type of special education is entered, this information is not a public record.

(b) Sometimes school codes are used for persons 6 through 21 years of age. If one of the codes identifies those not attending school who do not have a high school diploma, this information is not a public record since it may indicate that the person has a special need.

If the school name or the code indicating special needs appears on the census cards, forms or master census list used by the census takers or on the census-by-mail forms, the cards, forms or pages of the list containing such information should not be made available to the public. However, cards, forms or pages of the list which do not contain confidential information must be made available for public inspection and a copy provided upon request. In addition, information required to be obtained by 51:4, 140:150, 234A:10 must be provided upon request whether or not it appears on a card, form or list containing confidential information.

NOTE: Most requests for information related to the census can usually be satisfied by providing a copy of the street list or by referring the requestor to the school department for school information. A copy of a page of the marked master census list, or a census card or form is seldom requested.

2. Mental or Public Health or Correctional Institutions (see list of institutions and facilities on pages 84 and 85)

In most towns having mental or public health or correctional institutions, information on the residents is not collected in the census and does not appear on the census list, unless the resident is a registered voter or an employee who lives at the institution.

However, if census information is collected on all residents in these institutions, it is suggested that the residents, except those who are registered voters or employees living on the grounds, be included on a separate list which would not be a public record. (see IV. E. RESIDENTS TO LIST on page 10)

O. RETENTION PERIOD

The registrars shall preserve all documents in their custody relative to listing for two years after the date thereof. [51:41]

In general, the cards, forms and lists used in collecting and processing census information should be kept at least for the two year period required by 51:41. Letters returned providing omitted information or verifying information should also be kept for the same period.

These materials usually contain notes not entered in other records, such as the new address of a person who has moved out of town. They may also be needed as reference to determine whether or not an error has been made in transferring the information to the new census list, voting list and other lists prepared from the census information or for returning a resident or a family who could not be contacted to the census records.

In most towns, these materials are frequently referred to, particularly during the first year after the census was taken. In some towns, the materials are kept longer than two years since they provide a reference to be examined in connection with certificates requested on election day. If kept for 4 years, they will be available for at least one gubernatorial and one presidential election after the census in which they were used.

In towns where storage space is limited, some of the materials used in collecting and processing census information are periodically microfilmed prior to disposal. Usually only items such as new resident cards, census forms related to residents who have moved or died, or the marked master census list are filmed.

Materials used in collecting or processing census information and related letters are not included in the state retention schedule. Permission from the state supervisor of public records must be obtained prior to disposal. (see FILING AND RECORDING, I. FILING, RECORDING, INDEXING on Volume 2 of this series)

P. PENALTIES

1. On Registrars [56:1,3,6,7]

   - for knowingly entering on any list of persons, or causing or allowing to be entered thereon, or reporting the name of any person as a resident of a building who is not a resident thereof, a fine of not more than $1,000.00 or imprisonment for not more than one year. [56:1]

     NOTE: The penalty provided in 56:1 also specifically applies to assistant registrars, police officers and interpreters.

   - for knowingly and willfully, or aiding or abetting a person, making a false affidavit, taking a false oath or signing a false certificate relative to the qualifications of any person for listing, a fine of not more than $1,000.00 or by imprisonment for not more than one year. [56:6,7]

   - for refusing or willfully failing to perform a duty imposed by law relating to the listing of persons, or for willfully performing the duty contrary to law, a fine of not more than $500.00 or imprisonment for not more than six months. [56:3]

2. On Informants at Group Quarters [56:4]

   - for refusing or neglecting to give true and full information within his knowledge relating to all persons residing in the group quarters (defined under 51:10A), when asked by a registrar or other authorized person, a fine of not more than $500.00 or imprisonment for not more than one year. [56:4]

   - for failing in any respect to make the reports required by 51:10A in the detail and manner and within the time therein provided, a fine of not less than $10.00 nor more than $50.00. [56:4]

     NOTE: 51:10A does not provide a time within which the reports must be made to the registrars.

3. On Others [56:4,5,6,7; 140:150]

- Whoever, being the inmate of a building and resident 17 years of age and upward, refuses or neglects to give information required by 51:4 when asked by a registrar, assistant registrar or anyone authorized to perform such duties, shall be punished by a fine of not more than $500.00 or by imprisonment for not more than one year. [56:4]

- Whoever knowingly gives to a registrar, assistant registrar, or police officer, for the purpose of making a list of residents 17 years of age or upward or a report under the laws related to listing, the name of any person as a resident of a building, who is not a resident thereof, shall be punished by a fine of not more than $500.00 or by imprisonment for not more than six months. [56:5]

- Whoever knowingly and willfully makes a false affidavit, takes a false oath or signs a false certificate relative to the qualifications of any person for listing shall be punished by a fine of not more than $1,000.00 or by imprisonment for not more than one year. The same penalty applies to a person who aids or abets a person in knowingly or willfully making a false affidavit, taking a false oath or signing a false certificate. [56:6,7]

- An owner or keeper of a dog who refuses to answer or falsely answers to persons directed or authorized to make a list of the owners of dogs shall be punished by a fine of not less than $10.00 which, except in Suffolk County, shall be paid into the county treasury. [140:150]

SOME INSTITUTIONS WHERE ONLY REGISTERED VOTERS SHOULD BE LISTED

INSTITUTIONAL STATE SCHOOLS/HOSPITALS

Fernald State School
Belmont

Hogan Regional Center
Hathorne

Paul A. Dever State School
Taunton

Wrentham State School
Wrentham

Mass. Hospital School
Canton

Monson State Hospital
Palmer

Belchertown State School
Belchertown

Gaebler Unit/Met. State
Hospital, Waltham

John T. Berry Rehab.
Center, North Reading

Lakeville State Hospital
Lakeville

Tewksbury State Hospital
Tewksbury

MENTAL HEALTH FACILITIES

Northampton State Hospital
Northampton

Belchertown State School
Belchertown

Northampton Center for Children
& Families, Northampton

Gardner-Athol Mental Health Center
Gardner

Irving A. Glavin Regional Center
Shrewsbury

Worcester State Hospital
Worcester

Monson State Hospital
Palmer

Blackstone Valley Mental Health
Center, Uxbridge

Dr. Harry C. Solomon
Mental Health Center
Lowell

Cambridge-Somerville
Mental Health Center
Cambridge

Walter E. Fernald State
School, Waltham

Metropolitan State
Hospital, Waltham

Mystic Valley Mental
Health Center, Lexington

John T. Berry Rehab.
Center, North Reading

Charles V. Hogan Regional
Center, Hathorne

Danvers State Hospital
Hathorne

MENTAL HEALTH FACILITIES (cont.)

Rutland Heights Hospital,
Psych. Unit, Rutland

Medfield State Hospital
Medfield

Westborough State Hospital
Westborough

Cushing Hospital
Framingham

Solomon Carter Fuller Mental
Health Center, Boston

Massachusetts Mental Health
Center, Boston

Erich Lindemann Mental Health
Center, Boston

Boston State Hospital
Dorchester

Wrentham State School
Wrentham

Tufts Bay Cove Mental
Health Center, Boston

Brockton Multi-Service
Center, Brockton

Dr. John C. Corrigan
Mental Health Center,
Fall River

Paul A. Dever State
School, Taunton

Taunton State Hospital
Taunton

Pocasset Mental Health
Center, Pocasset

Treatment Center - S.D.P.
Bridgewater

DEPARTMENT OF CORRECTION FACILITIES

MCI Bridgewater
Bridgewater

MCI Concord
Concord

Lancaster Pre-release Center
Lancaster

Northeastern Correctional
Center, Concord

Northeastern Reception Diagnostic
Center, Concord

MCI Shirley
Shirley

Boston Pre-release Center
Boston

Park Drive Pre-release
Center, Boston

South Middlesex Pre-
release Center,
Framingham

MCI Warwick
Orange

Bay State Correctional
Center, Norfolk

Medfield Prison Project
Medfield

MCI Norfolk
Norfolk

Norfolk Pre-release
Center, Walpole

DEPARTMENT OF CORRECTION FACILITIES (cont.)

MCI Framingham
Framingham

Lemuel Shattuck Correctional
Unit, Boston

Southeastern Correctional Center
Bridgewater

MCI Plymouth
Carver

Reception Diagnostic
Center, Norfolk

MCI Walpole
Norfolk

Prepared by the Office of the Secretary of State, Elections Division

Note: This list does not include institutions under the jurisdiction of the Department of Public Health or private facilities where only registered voters should be listed.

SAMPLE CENSUS FORM

CENSUS BY VISITATION
8 1/2" X 11"
MULTI-YEAR FORM
17 YEARS OLD AND OLDER

Last name First Name M.I. Citizenship Reg. Voter in this town

Address: No. Apt. No. Street Name Tel. No.

Mailing Address, if different D.O.B.: Mo. Day Yr.

Address Jan. 1, last year

Year	# Children under 17	# Dogs					Occupation	Remarks
		M	NM	F	SF	Tot.		

Note: This form is designed to be used for 10 years, a separate form for each person 17 years old and older. The number of children under 17 is entered on the mother's form when possible. The number of dogs is entered on the adult male's form when possible. A white form may be used for males and a colored form for females. Otherwise, add a space in which to record the resident's sex.

SAMPLE CENSUS FORM

CENSUS BY VISITATION
8 1/2" X 11"
MULTI-YEAR FORM
CHILD UNDER 17

Parent's Last Name Parent's First Name

Address: No. Apt. No. Street Name Telephone No.

Mailing Address, If Different

Circle ONE
Male Female Date of Birth: Mo /Day /Yr

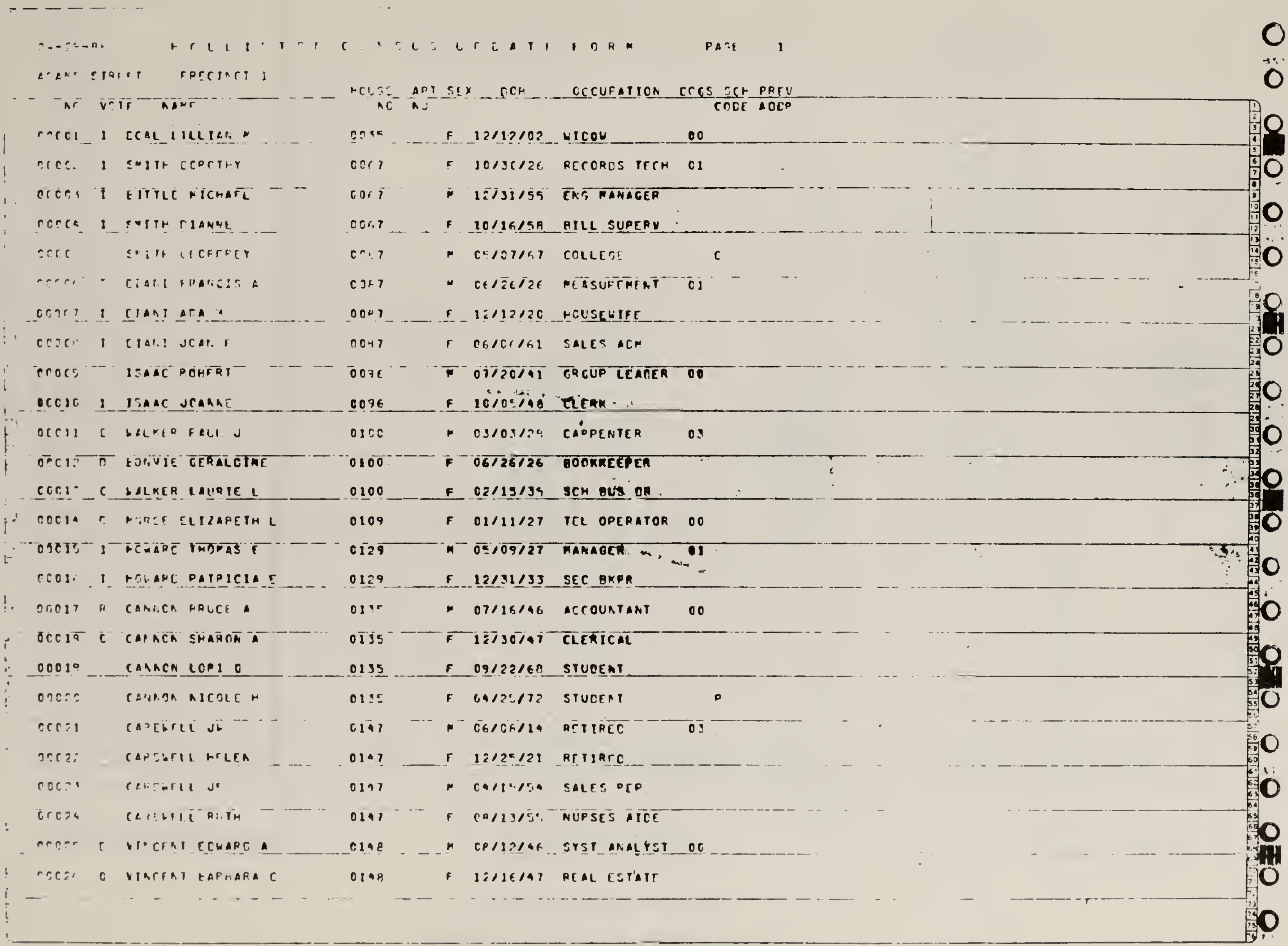
CHILD

Year	Last Name	First Name	M.I.	Name of School	Grade

Note: This form is designed so that it can be used for 10 years. School codes, such as 01 for oldest child, 02 for second child, etc. and 21 for oldest step child, etc. may be entered by the census taker. The form may be a different color from those used for residents 17 years old and older.

SAMPLE CENSUS MASTER LIST

COMPUTER PRINTOUT



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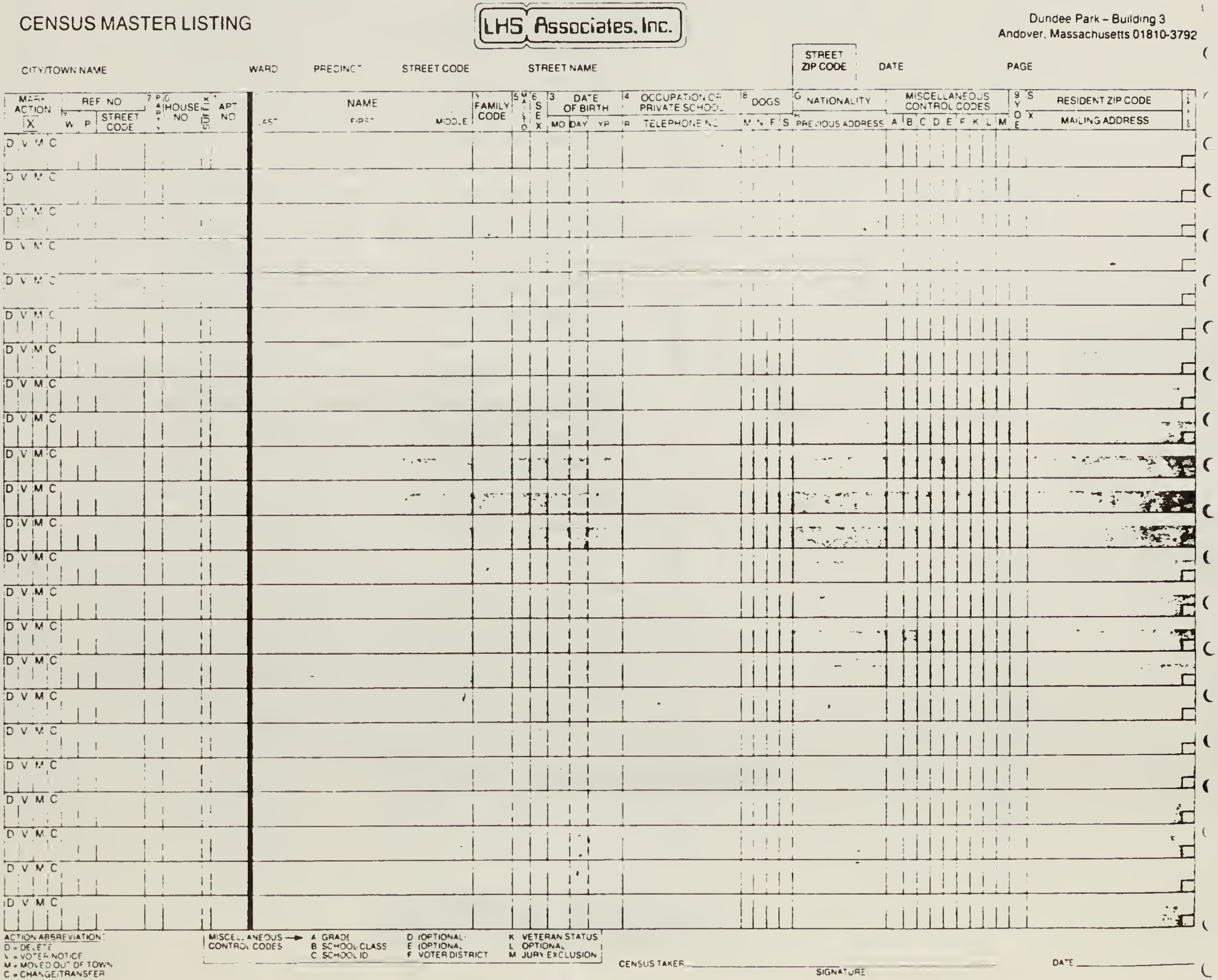
[illegible]      H O L L I S T O N   C E N S U S   U P D A T E   F O R M        PAGE    1

ADAMS STREET     PRECINCT 1
                                         HOUSE  APT SEX   DOB       OCCUPATION    OCCS SCH PREV
   NO    VOTE    NAME                     NO    NO                                CODE ADDR
  00001   1   COAL LILLIAN M              0035        F  12/12/02  WIDOW         00
  00002   1   SMITH DOROTHY               0067        F  10/30/26  RECORDS TECH  01
  00003   1   LITTLE MICHAEL              0067        M  12/31/55  ENG MANAGER
  00004   1   SMITH DIANNE                0067        F  10/16/58  BILL SUPERV
  00005       SMITH GEOFFREY              0067        M  05/07/67  COLLEGE            C
  00006   1   CIANI FRANCIS A             0087        M  06/26/26  MEASUREMENT   01
  00007   1   CIANI ADA M                 0087        F  12/12/20  HOUSEWIFE
  00008   1   CIANI JOAN F                0087        F  06/06/61  SALES ADM
  00009       ISAAC ROBERT                0096        M  07/20/41  GROUP LEADER  00
  00010   1   ISAAC JOANNE                0096        F  10/05/48  CLERK
  00011   D   WALKER PAUL J               0100        M  03/03/29  CARPENTER     03
  00012   D   BONVIE GERALDINE            0100        F  06/26/26  BOOKKEEPER
  00013   D   WALKER LAURIE L             0100        F  02/15/35  SCH BUS DR
  00014   D   MORSE ELIZABETH L           0109        F  01/11/27  TEL OPERATOR  00
  00015   1   HOWARD THOMAS E             0129        M  05/09/27  MANAGER       01
  00016   1   HOWARD PATRICIA E           0129        F  12/31/33  SEC BKPR
  00017   R   CANNON BRUCE A              0135        M  07/16/46  ACCOUNTANT    00
  00018   D   CANNON SHARON A             0135        F  12/30/47  CLERICAL
  00019       CANNON LORI D               0135        F  09/22/68  STUDENT
  00020       CANNON NICOLE H             0135        F  04/25/72  STUDENT            P
  00021       CARSWELL JR                 0147        M  06/06/14  RETIRED       03
  00022       CARSWELL HELEN              0147        F  12/25/21  RETIRED
  00023       CARSWELL JR                 0147        M  04/15/54  SALES REP
  00024       CARSWELL RUTH               0147        F  08/13/55  NURSES AIDE
  00025   D   VINCENT EDWARD A            0148        M  08/12/46  SYST ANALYST  00
  00026   D   VINCENT BARBARA C           0148        F  12/16/47  REAL ESTATE
```

SAMPLE CENSUS MASTER LIST

COMPUTER PRINTOUT



CENSUS MASTER LISTING

LHS Associates, Inc.

Dundee Park – Building 3
Andover, Massachusetts 01810-3792

CITY/TOWN NAME WARD PRECINCT STREET CODE STREET NAME STREET ZIP CODE DATE PAGE

MARK ACTION X | REF NO: W P STREET CODE | 7 PART | 0 HOUSE NO | SUFFIX | APT NO | NAME: LAST FIRST MIDDLE | FAMILY CODE | 5 MAIL TO | 6 SEX | 3 DATE OF BIRTH: MO DAY YR | 14 OCCUPATION OF PRIVATE SCHOOL / TELEPHONE NO | 18 DOGS: M N F S | G NATIONALITY / H PREVIOUS ADDRESS | MISCELLANEOUS CONTROL CODES: A B C D E F K L M | 9 YOE | S RESIDENT ZIP CODE / X MAILING ADDRESS

D V M C
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D V M C
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ACTION ABBREVIATION:
D = DELETE
V = VOTER NOTICE
M = MOVED OUT OF TOWN
C = CHANGE/TRANSFER

MISCELLANEOUS CONTROL CODES →
A GRADE
B SCHOOL-CLASS
C SCHOOL ID
D (OPTIONAL)
E (OPTIONAL)
F VOTER DISTRICT
K VETERAN STATUS
L OPTIONAL
M JURY EXCLUSION

CENSUS TAKER ____________________
SIGNATURE

DATE ____________

SAMPLE UPDATE FORM

CHANGE INFORMATION FOR LISTED RESIDENT

OR

ADD NEW RESIDENT

8¼" X 11"

LHS Associates, Inc.

CITY/TOWN OFFICE REFERENCE AREA

MUST CIRCLE APPROPRIATE ACTION

CHANGE NEW RESIDENT

REFERENCE CODE

CURRENT ADDRESS INFORMATION

LOCATION

W P STREET CODE

HOUSE NUMBER

SUFFIX

APARTMENT NO

ZIP CODE

P O BOX OR MAILING ADDRESS

PREVIOUS ADDRESS

RESIDENT INFORMATION

PARTY AFFILIATION

RESIDENT NAME

LAST FIRST MIDDLE INITIAL

HEAD OF HOUSEHOLD

SEX

DATE OF BIRTH

MONTH DAY YEAR

DOGS

MALE NEUTERED FEMALE SPAYED

OCCUPATION

OTHER INFORMATION

NATIONALITY

YEAR OF ENTRY

TELEPHONE NUMBER

TEL [redacted] -

OR PRIVATE SCHOOL

MISC CODES

A B C D E F K L M N P

☐ IF BOX IS CHECKED THIS DOCUMENT WAS NOT PROCESSED

REASON FOR NOT PROCESSING ____

____

____

SAMPLE UPDATE FORM

DELETE

(BACK OF FORM SHOWN ON PAGE)

DELETE SECTION

REFERENCE CODE	NAME	STREET CODE & NUMBER
☐ ☐ ☐ ☐ ☐ ☐ ☐		
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PLEASE — DO NOT ENTER ANY INFORMATION ON FRONT OF FORM WHICH HAS BEEN USED FOR DELETES

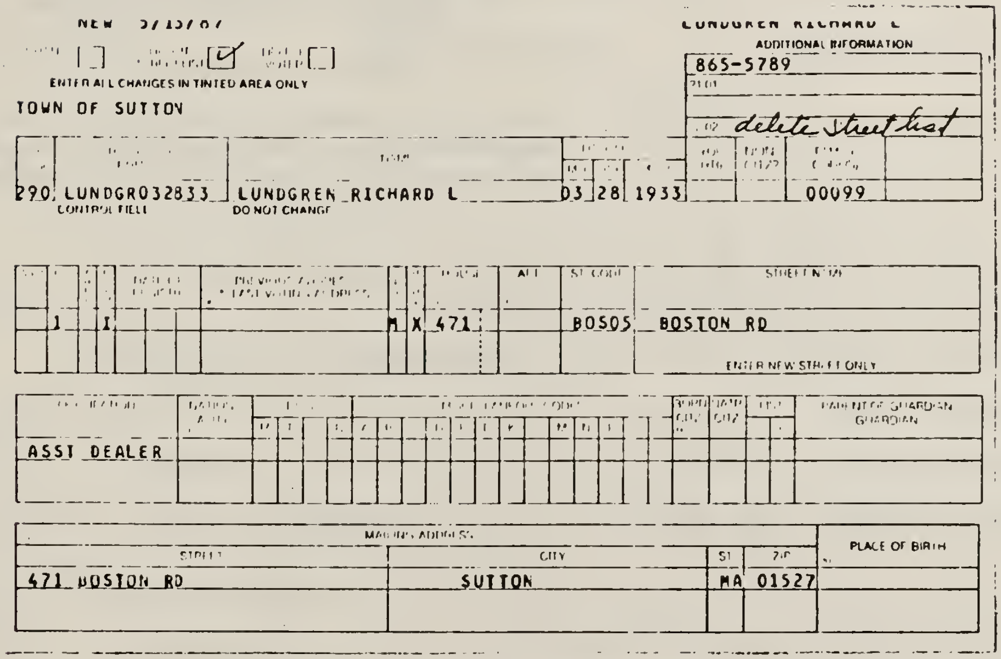
SAMPLE UPDATE FORM

5" X 8½"

CHANGE INFORMATION FOR LISTED RESIDENT

OR

DELETE



NEW [illegible]

☐ ☑ ☐

ENTER ALL CHANGES IN TINTED AREA ONLY

TOWN OF SUTTON

LUNDGREN RICHARD L

ADDITIONAL INFORMATION

865-5789

delete street list

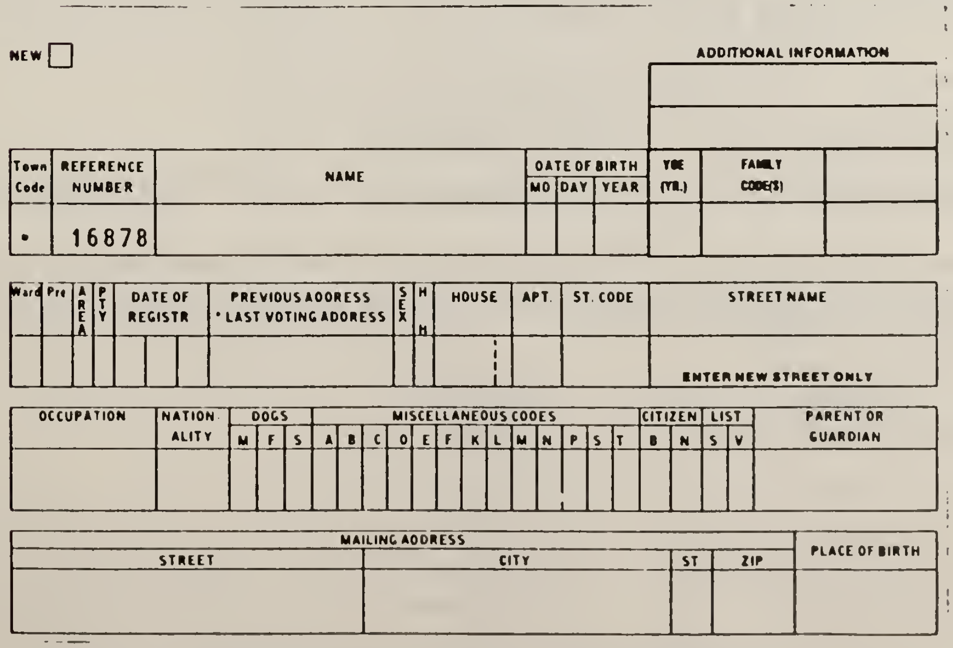
290	LUNDGR032833	LUNDGREN RICHARD L	03	28	1933			00099
	CONTROL FIELD	DO NOT CHANGE						

							HOUSE	APT	ST. CODE	STREET NAME
	1	I			M	X	471		BOS05	BOSTON RD
										ENTER NEW STREET ONLY

OCCUPATION	PARENT OR GUARDIAN
ASST DEALER	

MAILING ADDRESS				
STREET	CITY	ST	ZIP	PLACE OF BIRTH
471 BOSTON RD	SUTTON	MA	01527	

ADD NEW RESIDENT



NEW ☐

ADDITIONAL INFORMATION

Town Code	REFERENCE NUMBER	NAME	DATE OF BIRTH MO	DATE OF BIRTH DAY	DATE OF BIRTH YEAR	YOE (YR.)	FAMILY CODE(S)	
•	16878							

Ward	Pre	AREA	PTY	DATE OF REGISTR	PREVIOUS ADDRESS * LAST VOTING ADDRESS	SEX	H H	HOUSE	APT.	ST. CODE	STREET NAME
											ENTER NEW STREET ONLY

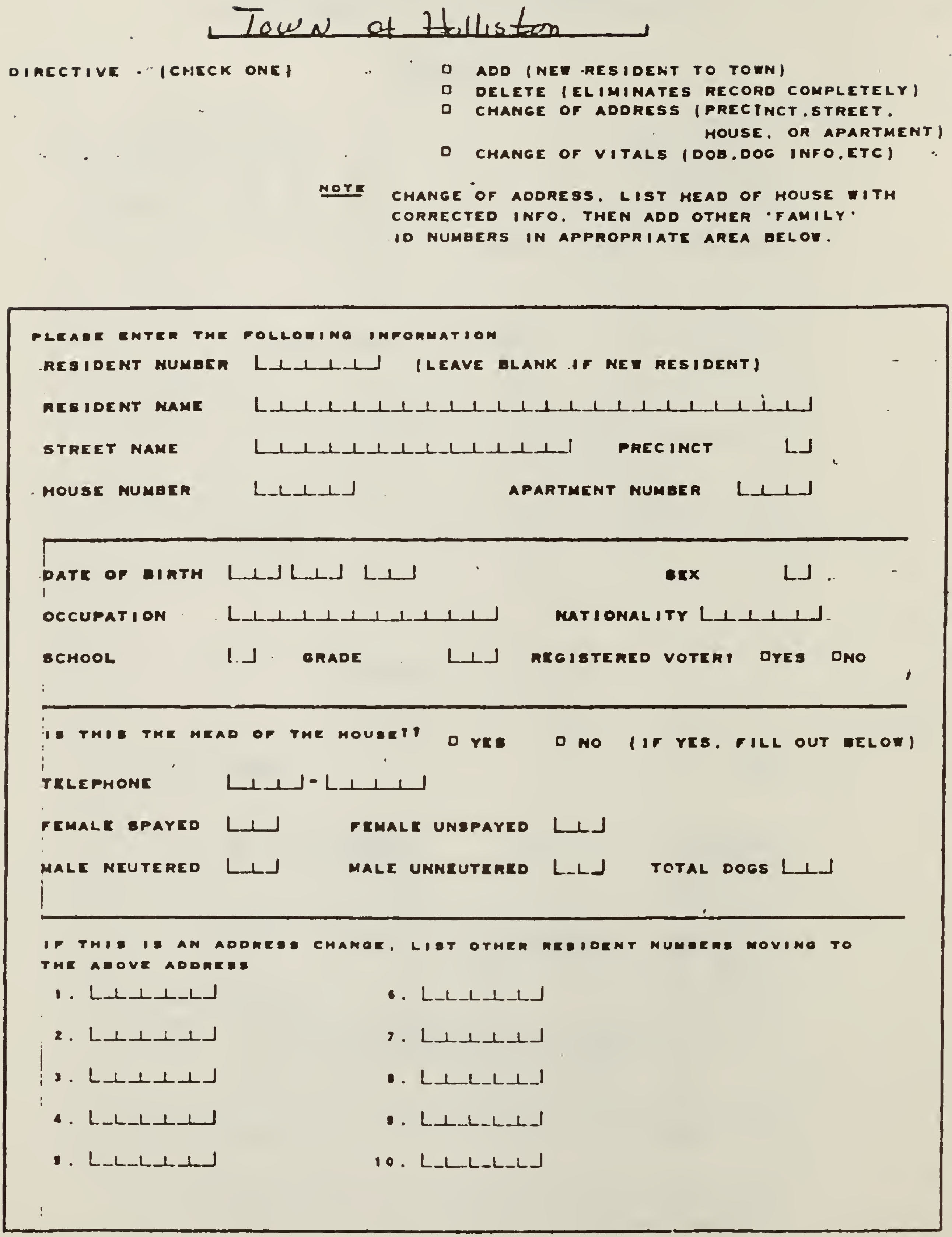
OCCUPATION	NATIONALITY	DOGS			MISCELLANEOUS CODES													CITIZEN		LIST		PARENT OR GUARDIAN
		M	F	S	A	B	C	D	E	F	K	L	M	N	P	S	T	B	N	S	V	

MAILING ADDRESS				
STREET	CITY	ST	ZIP	PLACE OF BIRTH

Forms available from Programs & Anaylsis Inc.

SAMPLE UPDATE FORM

8½" X 11"



Town of Holliston

DIRECTIVE - (CHECK ONE)

☐ ADD (NEW RESIDENT TO TOWN)
☐ DELETE (ELIMINATES RECORD COMPLETELY)
☐ CHANGE OF ADDRESS (PRECINCT, STREET, HOUSE, OR APARTMENT)
☐ CHANGE OF VITALS (DOB, DOG INFO, ETC)

NOTE CHANGE OF ADDRESS, LIST HEAD OF HOUSE WITH CORRECTED INFO. THEN ADD OTHER 'FAMILY' ID NUMBERS IN APPROPRIATE AREA BELOW.

PLEASE ENTER THE FOLLOWING INFORMATION

RESIDENT NUMBER _______ (LEAVE BLANK IF NEW RESIDENT)

RESIDENT NAME ______________________________

STREET NAME __________________ PRECINCT __

HOUSE NUMBER _____ APARTMENT NUMBER ____

DATE OF BIRTH ___ ___ ___ SEX __

OCCUPATION ________________ NATIONALITY _______

SCHOOL __ GRADE ___ REGISTERED VOTER? ☐YES ☐NO

IS THIS THE HEAD OF THE HOUSE?? ☐ YES ☐ NO (IF YES, FILL OUT BELOW)

TELEPHONE ___-______

FEMALE SPAYED ___ FEMALE UNSPAYED ___

MALE NEUTERED ___ MALE UNNEUTERED ___ TOTAL DOGS ___

IF THIS IS AN ADDRESS CHANGE, LIST OTHER RESIDENT NUMBERS MOVING TO THE ABOVE ADDRESS

1. _______
2. _______
3. _______
4. _______
5. _______
6. _______
7. _______
8. _______
9. _______
10. _______

SAMPLE CENSUS FORM

CENSUS BY VISITATION
4" X 6" Card
Separate Card for Males, Females and Children

[NAME OF TOWN] [MALE][FEMALE]

Date Listed____________,19__

Name____ Date of Birth___________

Residence
__________________________________St. Prec.____________
On Jan. 1, this year
__________________________________St. Prec.____________
On Jan. 1, previous year

Occupation____

Nationality____
If not a Citizen of United States

No. of Dogs____________

Informant__________________________ Canvasser__________________________

Note: "FEMALE" printed at top of white card. "MALE" printed at top of colored card. If cards are not separated by sex, provide a space on the card in which to enter the person's sex. This type of card may be used for all residents to be listed, or for residents 17 years old and older only, or for new residents only.

....

[TOWN] SCHOOL CENSUS CARD
4" X 6" card

Name of Parent/Guardian______________________________________

Address______________________________________

Please list the names of all children through age 21 years, with date of birth and school, if any

Name	Date of Birth	Name of School, if any

(use other side if necessary)

SAMPLE CENSUS FORM

CENSUS BY VISITATION
8 1/2" X 11"

[NAME OF TOWN]

PRECINCT__________

[YEAR]

Number of Dogs___________

FAMILY NAME____

PRESENT ADDRESS____
No.   Apt. No.   Street Name

PREVIOUS ADDRESS____
Street, City/town, State

NATIONALITY if not U.S. Citizen____________________________

LIST ALL MEMBERS OF FAMILY/HOUSEHOLD

	LAST NAME	FIRST NAME,	M.I.	SEX	D.O.B. M	D	Y	OCCUP.	SCHOOL CODE

PLEASE NEATLY PRINT ALL INFORMATION

If necessary, use second sheet.

Note: This form is designed so that a new sheet would be used for each family/household each year. If an updated master census list is used for residents listed last year, this sheet may be used for new residents the same as a "new resident card." If several unrelated persons share the same house, use a separate sheet for each person. The first column is available for office use to enter voter status, for example.

SAMPLE CENSUS FORM

CENSUS BY VISITATION

NEW RESIDENT CARD

NO:____STREET:____
NAME:____ SEX________
Last First Middle
DATE OF BIRTH:_________________________ CITIZENSHIP_________
[TOWN] DATE:_______________ NO. OF DOGS: M____ F____ SF____
RES. JAN. 1 LAST YEAR:_____________________________________
JOB TITLE:__________________________________ TEL. NO.___________

IF PERSON IS 21 YRS OLD OR YOUNGER:
NAME OF PARENT/GUARDIAN:_____________________________________
6-12 YEARS: IN SCHOOL OUT OF SCHOOL (Circle One)
NAME OF SCHOOL ATTENDING:____________________________________
16-21 YEARS: HIGH SCHOOL DIPLOMA? YES NO (Circle One)

P.O. BOX? IF YES: ENTER NUMBER________

Note: A new resident card as shown above may be used with a master census list showing residents who were listed the previous year. It may also be used for all residents each year.

……

SAMPLE RETURN CARD

ANNUAL TOWN CENSUS
TOWN OF [NAME]
Office of Board of Registrars

Date______________

I was here today to take your census and found no one at home. Please call me by__________________ so that I can set a time to visit you or take your census by telephone.

My telephone number is___________________________.

____
Census Taker

SAMPLE TIME SHEET
(for one week)

Hours worked, week of________________

(add A.M. & P.M.)
Monday ________ to ________; ________ to ________
Tuesday________ to ________; ________ to ________
Wednesday______ to ________; ________ to ________
Thursday_______ to ________; ________ to ________
Friday ________ to ________; ________ to ________
Saturday_______ to ________; ________ to ________
Sunday ________ to ________; ________ to ________

Signature____
Tel. No.______________________

....

SAMPLE MILEAGE SHEET

To be reimbursed for census work mileage, this sheet must be completed, signed and returned to the Board of Registrars for processing. No mileage will be paid without a signed sheet.

	ODOMETER READING		
DATE	START	FINISH	NO. MILES
TOTAL MILES			

Total Miles________X .20 = ________

I certify that the above is an accurate record of the miles driven on the dates entered for census work.

____
Census Taker

Approved By________________________________

SAMPLE CERTIFICATE OF AUTHORIZATION

(Town Clerk's or Registrars' Letterhead)

Date________________

TO WHOM IT MAY CONCERN

This is to certify that [census taker's name] of [census taker's address], is taking the 19__ Annual Town Census in accordance with Massachusetts General Laws, Chapter 51, section 4.

____

Town Clerk/Clerk to Board of Registrars

Note: The raised town seal may be affixed to eliminate any doubt that the certificate is authentic.

……

SAMPLE CENSUS TAKER'S NAME TAG

TOWN OF [NAME]

ANNUAL TOWN CENSUS

MARY K. SMITH
CENSUS TAKER

Note: Raised town seal may be affixed. Or, gold notarial seal with raised town seal may be glued on name tag.

SAMPLE INSTRUCTION SHEET

CENSUS BY VISITATION
Multi-year Forms Used

INSTRUCTIONS FOR 19-- ANNUAL TOWN CENSUS

Blue Form	White Form	Yellow Form
Female	Male	Child
17 yrs & older	17 yrs & older	Under 17 yrs

COMPLETE A FORM FOR EACH PERSON WHO IS LIVING IN THE HOUSE

READ THESE INSTRUCTIONS BEFORE YOU START TO WORK

ALL INFORMATION MUST BE AS OF JANUARY 1, 19--

BLUE & WHITE FORMS (PERSONS 17 & OVER)

NAME:
Enter name as given by informant. Spell it and check for letters which sound alike - c,e:b,p, etc. to be sure you enter correct name.

Make capitals larger, particularly for names with Mc or Mac.

CITIZENSHIP:
If U.S. enter a dash. If other, enter name of country.

VOTER:
Enter R, D, U if a voter in this town. If not a voter, enter dash. If informant is not sure, enter ? Voter status will be checked in office.

PRESENT ADDRESS:
Spell out entire street name and add St., Rd., etc. as applicable.

TELEPHONE #:
Enter all 7 digits for telephone number. If unlisted, enter "UL" and tell informant that the office does not give out unlisted numbers, except to Fire or Police Department in emergency.

MAILING ADDRESS:
Enter P.O. box number. If P.O. box is in another town, also enter name of town and zip code. If no P.O. box, enter a dash.

SAMPLE INSTRUCTION SHEET: Multi-year Forms Used (continued)

ADDRESS JAN. 1 LAST YEAR:
Ask if person lived at present address in January of last year. If yes, enter "same." If not, enter previous address. If moved within town, enter house number and street name. If moved from another town in Mass. enter name of town. If moved from another state, enter name of state.

YEAR: (first column): Enter this year in first blank row.

# CHILDREN UNDER 17:
Enter number on mother's form, if possible. If not possible, enter the number on the adult male's form. (There should be a yellow form for each child under 17.) If no children under 17, enter a dash.

NUMBER OF DOGS:
Enter dog information on adult male's form, if possible. If not possible, enter on adult female's form. Enter the number of dogs in each category. Enter total number of dogs in household.

OCCUPATION:
Stress that you want to know what kind of work the person does, not where he/she is employed. If not employed and person does not want to be listed as unemployed, you may enter the type of work the person usually does when employed, or "at home." If in school, enter "student" and the name of the school. If a public school, also enter grade.

REMARKS:
Use this space for date a person moved into town, notes such as "refused to give d.o.b.," etc.

PERSON HAS DIED OR MOVED:
If a person, who was listed last year, has died or moved, enter at the top of the form in large letters "DIED", or "MOVED." If possible, also enter the location to which the person moved.

YELLOW FORM: (CHILD UNDER 17)

PARENT'S NAME:
Enter the parent's (or guardian's) name as shown on either a blue or white sheet.

PRESENT ADDRESS, TELEPHONE NUMBER, MAILING ADDRESS:
Enter address, telephone number and mailing address as shown on parent's form.

SAMPLE INSTRUCTION SHEET: Multi-year Forms Used (continued)

SEX: Circle "MALE" or "FEMALE" as applicable.

DATE OF BIRTH:
Enter month, day and year in the form 01/06/73. If you have started to complete a yellow form for a person born in 19-- who is already 17 as of January first, this year, cross out yellow form and complete a blue or white form. Keep the crossed out yellow form with others for the family. The number of children entered on the mother's form will have to be changed.

YEAR: (first column): Enter this year in first blank row.

CHILD CODE:
Enter 01 for oldest child, 02 for next oldest, etc., 21, 22, etc. for foster children.

NAME:
Enter name of child. The last name of a child may be different from one or both of the parents' last names. Child could be from a former marriage, or parents chose a different last name, such as hyphenated name.

NAME OF SCHOOL:
Enter the name of the school the child is attending. If not in school, enter a dash.

GRADE:
For a child in school, enter the grade. If not in school, enter a dash.

CHILD IS 17 THIS YEAR:
If a child, listed on a yellow form last year, is now 17 years old, enter a note at the top of the form in large letters and numbers "NOW 17." A blue or white form must be completed for this person.

RETURN CARDS
If you do not find an adult at home on your first [second] visit, leave a return card. Be sure you enter your telephone number in the space provided and that you sign your name. If your signature is hard to read, print your name as well. Leave a return card even if the house looks empty.

SAMPLE INSTRUCTION SHEET: Multi-year Form Used (continued)

RETURN COMPLETED WORK TO THE OFFICE

Return completed forms to the office every Monday, or after you complete each street. Forms should be arranged in order by streets and by house number under each street. Blue and white forms should be alphabetical by name under each house number. Yellow sheets behind the form on which the number of children was entered, usually the mother's form and in order by age of child, oldest first.

MAP:

On the map you have been provided, the streets you are to cover are outlined in red. When you complete a street, make a check mark on that street on the map. List on a separate sheet, the address of new houses and empty houses.

ON ALL FORMS:

If the answer to any question on the form is "NO", please just make a dash. We need to know that the question was asked and that information was not omitted in error.

Note: The above sample instruction sheet may be adjusted if a new form is used each year or if new resident cards are used. In instructions, list information items in the same order as they appear on the forms being used.

SAMPLE INSTRUCTION SHEET

CENSUS BY VISITATION
Master Census List used with New Resident Cards

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE YOU START TO WORK.

COMPUTER PRINTOUT: (Master Census List)

You have been provided with sheets of computer printout. These are from the updated master census list showing residents on the streets in the area you are to cover who were listed last year. Please use the red pencils provided for all marks and entries on the computer printout.

For each listed person in a household:

1. Read the name and other information aloud to an adult at each household for each person listed at that street address. Do NOT simply ask, "Are there any changes?" Do not verify information with a child who may not know what is correct.

   For each person born 19-- or later [0 or 3 through 21 years old], be sure to verify the school code. For each person born 19-- or earlier [17 years old and older], be sure to verify occupation and enter an occupation if missing.

2. If all the information as listed for a person is correct, make a check mark in red next to the name.

3. If information listed is not correct, draw a line through printed item and enter correct information directly above it.

4. If a person has moved, enter "moved" in red next to the name. If a family has moved, draw a bracket around all persons included in the family and enter "moved" in red next to the bracket.

   If possible, enter the location to which the person or family has moved. If elsewhere in this town, enter street address. If elsewhere in Mass., enter the name of the town. If out of state, enter the name of the state.

   If you are sure the house is empty, enter "empty" next to street address. If the house appears to be empty, leave a return card [new resident cards/form].

SAMPLE INSTRUCTION SHEET: Master Census List used with New Resident Cards (continued)

5. If a person has died, enter "dec." next to the name. However, if the person was alive on January 1st, he should still be listed.

6. Be sure the dog information shown on the computer printout is correct. If the family no longer has a dog draw a line through the number.

NEW RESIDENT CARDS

For each person you find, who is not listed on the computer printout, complete a new resident card. Use either the red or black pencils provided.

Use a new resident card:

For each member of a new household.

For each new member of a listed household. Might be a new baby, a grandparent now living with the family, a person temporarily away last year, a family member missed last year, etc.

[add the instructions related to completing the items on a new resident card or form]

[add instructions for leaving return cards and for reporting to the office, etc.]

Note: If you use a form containing space for information for a family similar to the form shown on page , the new resident card instructions should be adjusted.

SAMPLE DOG LICENSE INFORMATION

3 X 5 or 4 X 6 card

All dogs 6 months old and older must be licensed. Dog licenses expire each year on March 31st. New licenses will be available at the Town Clerk's Office, Town Hall on or about March 15th. Licenses may be obtained by mail. Keep this card as a reminder to get your dog licensed.

For additional information, call 111-0000.

SAMPLE ELECTION CALENDAR

OFFICES & INCUMBENTS

Selectman: 2 for 3 years: John J. Smith & Albert K. Walsh

Assessor: 1 for 3 years: R. True Value

Planning Board: 1 for 5 years: Mary C. Jones

Library Trustee: 1 for 3 years: James McGillicudy

School Committee: 2 for 3 years: Horace Bartlett & Robert Fiske

Housing Authority: 1 for 5 years: Sarah N. Little

Vacancies:

Assessor: 1 for 2 years: Joshua L. Todd - appointed

Town Treasurer: 1 for 1 year: Virginia A. White - appointed

TOWN ELECTION: MONDAY, MARCH 28, 1988: 7 A.M. - 8 P.M., CENTRE SCHOOL AUDITORIUM

FEBRUARY 11TH	5 P.M.	Deadline for taking out nomination papers
FEBRUARY 16TH	5 P.M.	Deadline for submitting nominations papers to registrars
FEBRUARY 19TH	5 P.M.	Deadline for filing papers with town clerk
MARCH 2ND	5 P.M.	Deadline for withdrawing candidacy
MARCH 8TH	10 P.M.	Close of Voter Registration for annual town election and annual town meeting
MARCH 25TH	5 P.M.	Deadline for absentee ballot applications

ANNUAL TOWN MEETING: MONDAY, APRIL 4, 1988, 8 P.M.: CENTRE SCHOOL AUDITORIUM

VOTER REGISTRATION HOURS: TOWN CLERK'S OFFICE, TOWN HALL

Monday through Friday	9 A.M. to 5 P.M.
Saturday, March 5th	9 A.M. to 5 P.M.

FINAL DAY TO REGISTER: TUESDAY, MARCH 8TH: 9 A.M. TO 10 P.M.

SAMPLE SCHOOL COMMITTEE LETTER

(School Department Letterhead)

Dear Resident:

Under Chapter 51, section 4 of the General Laws of Massachusetts, the census of school age children is required to be done by the Board of Registrars in conjunction with the regular annual town census. The information required to be given to the census takers is the name, address and date of birth of each person 3 through 21 years of age.

In order to comply with the State Board of Education's regulations for filing reports, we have asked the Board of Registrars to obtain the necessary additional information at the time the census is taken.

To obtain this information, the census takers will be asking what school each individual aged 6 through 21 years attends and the name of the parent or guardian. For each individual aged 16 through 21 years, who is not attending a school, we also need to know whether or not he or she has a high school diploma. This information will be treated as confidential by the census takers.

Parents are urged to cooperate with the census takers in answering these questions as this will save us a great deal of time, will assure the accuracy of the required reports, and will help insure that each child will receive a proper education. However, if you prefer not to give this additional information to the census takes, we ask that you call ______[name]________ at the School Department central office __[Tel. No.]__ so that we may obtain the information.

Sincerely yours,

[signature of superintendent or
school committee members]

SAMPLE NEWS RELEASE

CENSUS BY VISITATION

Board of Registrars
Town of Midtown
Date

FOR IMMEDIATE RELEASE

ANNUAL TOWN CENSUS

The Annual Town Census, required by Chapter 51, section 4 of the Massachusetts General Laws, will begin this year on January 4th. The following census takers will be visiting each house in town [give names of census takers]. Each will be wearing an official badge containing his or her name and the town seal.

The following information for each person living in each household will be collected: name, date of birth, occupation, nationality if not a U.S. citizen, sex, residence on January first this year and last year. In addition, census takers must list each dog in the town.

The School Census will be taken at the same time and parents are requested to fill out a School Census Card listing all children through age 21, giving the date of birth and the school they are attending, if any.

The census information is used to prepare several required lists and to update the voting list. A registered voter who cannot be located during the census will be notified by mail that he or she is being removed from the voting list.

The cooperation of all residents will be appreciated. For questions or further information, please call the Town Clerk's Office, [telephone number].

SAMPLE CENSUS BY MAIL FORM

$7\frac{1}{2}$" X 14"

WARNING - IN RED
SHADED AREAS - IN BLUE

TOWN OF MIDTOWN MA 02000 **1988 CENSUS RECORD**

WARNING: FAILURE TO RESPOND TO THIS MAILING MAY RESULT IN REMOVAL FROM THE VOTING LIST

ALL INFORMATION SHOULD BE AS OF JANUARY 1,1988
PLEASE RETURN THIS FORM IMMEDIATELY.
INSTRUCTIONS FOR SCHOOL CODE ENTIRES A, B, AND C ARE FOR PERSONS 21 & YOUNGER AND ARE LOCATED TO THE RIGHT OF THIS FORM........................
DOG LICENSES WILL BE AVAILABLE APRIL 1ST

***** FOR QUESTIONS, PLEASE CALL 111-1000 OR 111-1001 *****

1988 1 CON33 164

ENTER DOGS PER HOUSEHOLD				TOTAL DOGS
MALE	NEUTERED	FEMALE	SPAYED	
1				1

THE JONES HOUSEHOLD
164 CONANT ROAD
MIDTOWN MA 02000

— PLEASE READ INSTRUCTIONS ON REVERSE SIDE —

ADDRESS IF DIFFERENT FROM ABOVE, ENTER HERE ▷

NAME LAST	FIRST	MIDDLE	SEX	DATE OF BIRTH MO. DAY YEAR	NATION-ALITY*	OCCUPATION OR SCHOOL ATTENDING, CITY, STATE OR MILITARY SERVICE	CODE ENTRIES A	B	C	D		
JONES	ALICE	R	F	12/11/1965		NURSE				V		
JONES	CAROL	C	F	7/30/1964		STUDENT		G		D		
JONES	FRANK	L	M	6/23/1940		ADMINISTRATOR				R		
JONES	KELLY	R	F	12/07/1971		RIDGEFIELD	11	P				
JONES	MARTHA	J	F	5/18/1942		EXEC SEC				V		
JONES	NANCY	B	F	1/11/1974		JUNIOR HIGH	8	1	A			
JONES	PERCY	P	M	3/22/1967		LABORER		D				
JONES	RALPH	B	M	8/21/1975		PINELEDGE	7	9				

*ENTER ONLY IF NOT A U.S. CITIZEN

SIGNATURE OF RESPONDENT DATE

TELEPHONE

IMPORTANT—RETURN THIS PORTION TO THE CLERK'S OFFICE

AS OF JAN. 1ST, THE TOWN OF MIDTOWN HAS BEEN REDISTRICTED. YOU ARE NOW RESIDING IN PRECINCT 1 AND YOU WILL VOTE AT THE TOWN HALL

....

PLEASE ENTER THE APPROPRIATE CODE FROM THE LIST BELOW IN THE CODE ENTRY SECTION TO THE LEFT

....

COLUMN A --- SCHOOL GRADE

K. KINDERGARTEN
1-12. GRADE 1 TO 12 (ENTER APPROPRIATE GRADE)
N. NURSERY
U. UNGRADED

COLUMN B --- SCHOOL TYPE

1. MIDTOWN PUBLIC SCHOOL
3. OUT-OF-DISTRICT PUBLIC SCHOOL
5. ACADEMIC REGIONAL HIGH SCHOOL
7. VOC-TECH REGIONAL HIGH SCHOOL
9. IN-STATE PRIVATE & PAROCHIAL SCHOOL
P. OUT-OF-STATE PRIVATE & PAROCHIAL SCHOOL
G. HIGH SCHOOL GRADUATE
D. AGED 16 THROUGH 21 WHO IS A SCHOOL DROPOUT

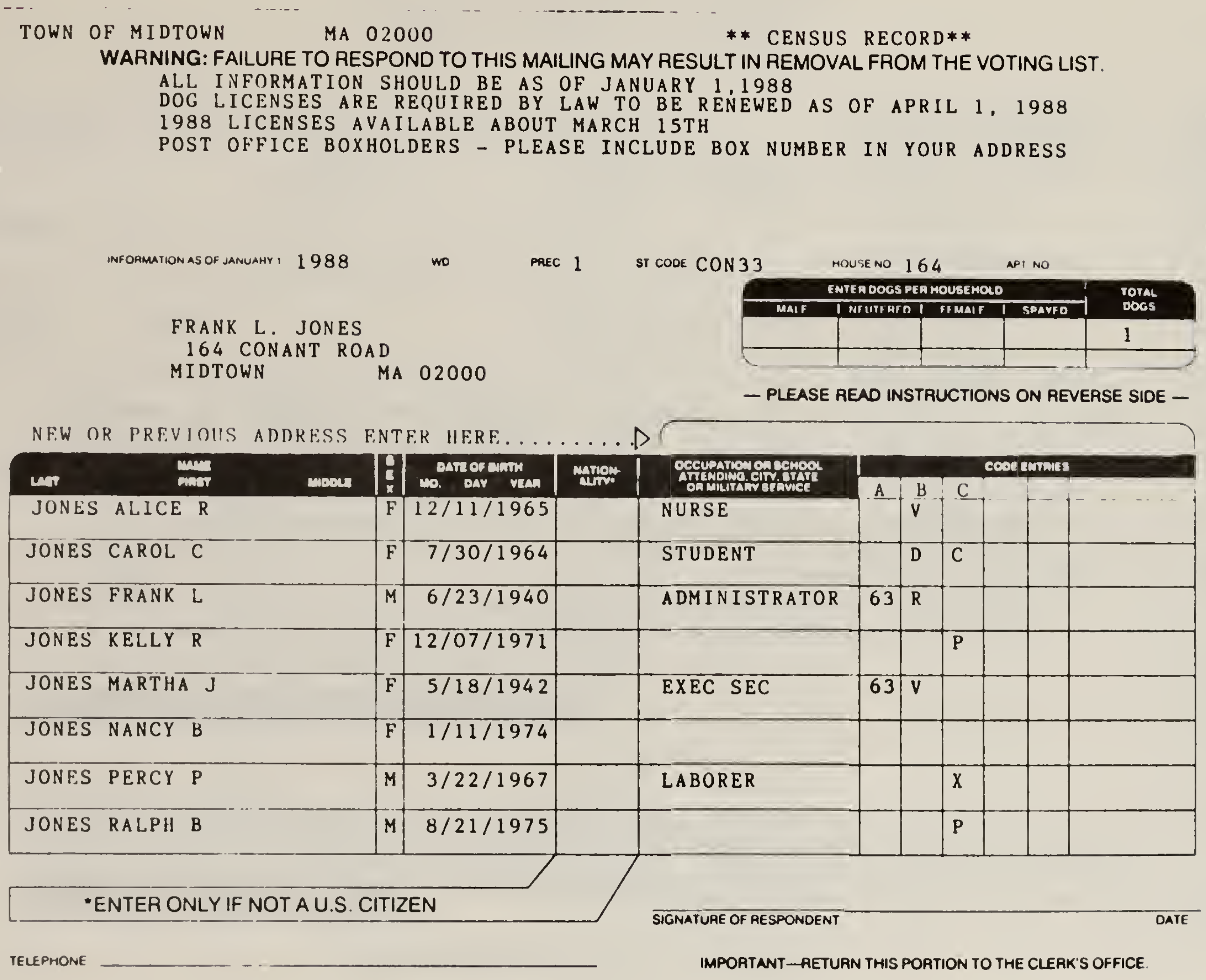
COLUMN C ---SCHOOL NAME

M. MARSH SCHOOL
C. CENTRE SCHOOL
H. HOLLINGS SCHOOL
A. ADAMS JUNIOR HIGH
R. MIDTOWN-SMALLTOWN REGIONAL HIGH SCHOOL
T. TRI-TOWN REGIONAL VOC-TECH
B. BABBIT ACADEMY

Note: Information on top half of form and on stub is printed by computer and may be determined by each town. Census information is printed by computer from the main census data file. Form available from LHS Associates,Inc.

SAMPLE CENSUS BY MAIL FORM

$7\frac{1}{2}$" X 9"



TOWN OF MIDTOWN MA 02000 ** CENSUS RECORD**

WARNING: FAILURE TO RESPOND TO THIS MAILING MAY RESULT IN REMOVAL FROM THE VOTING LIST.

ALL INFORMATION SHOULD BE AS OF JANUARY 1,1988
DOG LICENSES ARE REQUIRED BY LAW TO BE RENEWED AS OF APRIL 1, 1988
1988 LICENSES AVAILABLE ABOUT MARCH 15TH
POST OFFICE BOXHOLDERS - PLEASE INCLUDE BOX NUMBER IN YOUR ADDRESS

INFORMATION AS OF JANUARY 1 1988 WD PREC 1 ST CODE CON33 HOUSE NO 164 APT NO

ENTER DOGS PER HOUSEHOLD				TOTAL DOGS
MALE	NEUTERED	FEMALE	SPAYED	
				1

FRANK L. JONES
164 CONANT ROAD
MIDTOWN MA 02000

— PLEASE READ INSTRUCTIONS ON REVERSE SIDE —

NEW OR PREVIOUS ADDRESS ENTER HERE.........▷

NAME LAST FIRST MIDDLE	SEX	DATE OF BIRTH MO. DAY YEAR	NATIONALITY*	OCCUPATION OR SCHOOL ATTENDING, CITY, STATE OR MILITARY SERVICE	CODE ENTRIES A	B	C			
JONES ALICE R	F	12/11/1965		NURSE		V				
JONES CAROL C	F	7/30/1964		STUDENT		D	C			
JONES FRANK L	M	6/23/1940		ADMINISTRATOR	63	R				
JONES KELLY R	F	12/07/1971					P			
JONES MARTHA J	F	5/18/1942		EXEC SEC	63	V				
JONES NANCY B	F	1/11/1974								
JONES PERCY P	M	3/22/1967		LABORER			X			
JONES RALPH B	M	8/21/1975					P			

*ENTER ONLY IF NOT A U.S. CITIZEN

SIGNATURE OF RESPONDENT ____________________ DATE

TELEPHONE ____________________

IMPORTANT—RETURN THIS PORTION TO THE CLERK'S OFFICE.

Note: This form is the same as the sample shown on page except that it has no stub. It is used with the separate instructions shown in the sample on pages
Form available from LHS Associates, Inc.

SAMPLE CENSUS BY MAIL FORM

(BACK OF FORM SHOWN ON PAGE)

SPECIAL INSTRUCTIONS: Return IMMEDIATELY to City/Town Clerk's Office. COMPLIANCE with this State requirement provides proof of residence to protect voting rights, veteran's bonus, housing for the elderly and related benefits as well as providing information for selection of jurors. This does not register you as a voter but failure to answer this annual listing may result in the voter's name being removed from the voter's list.

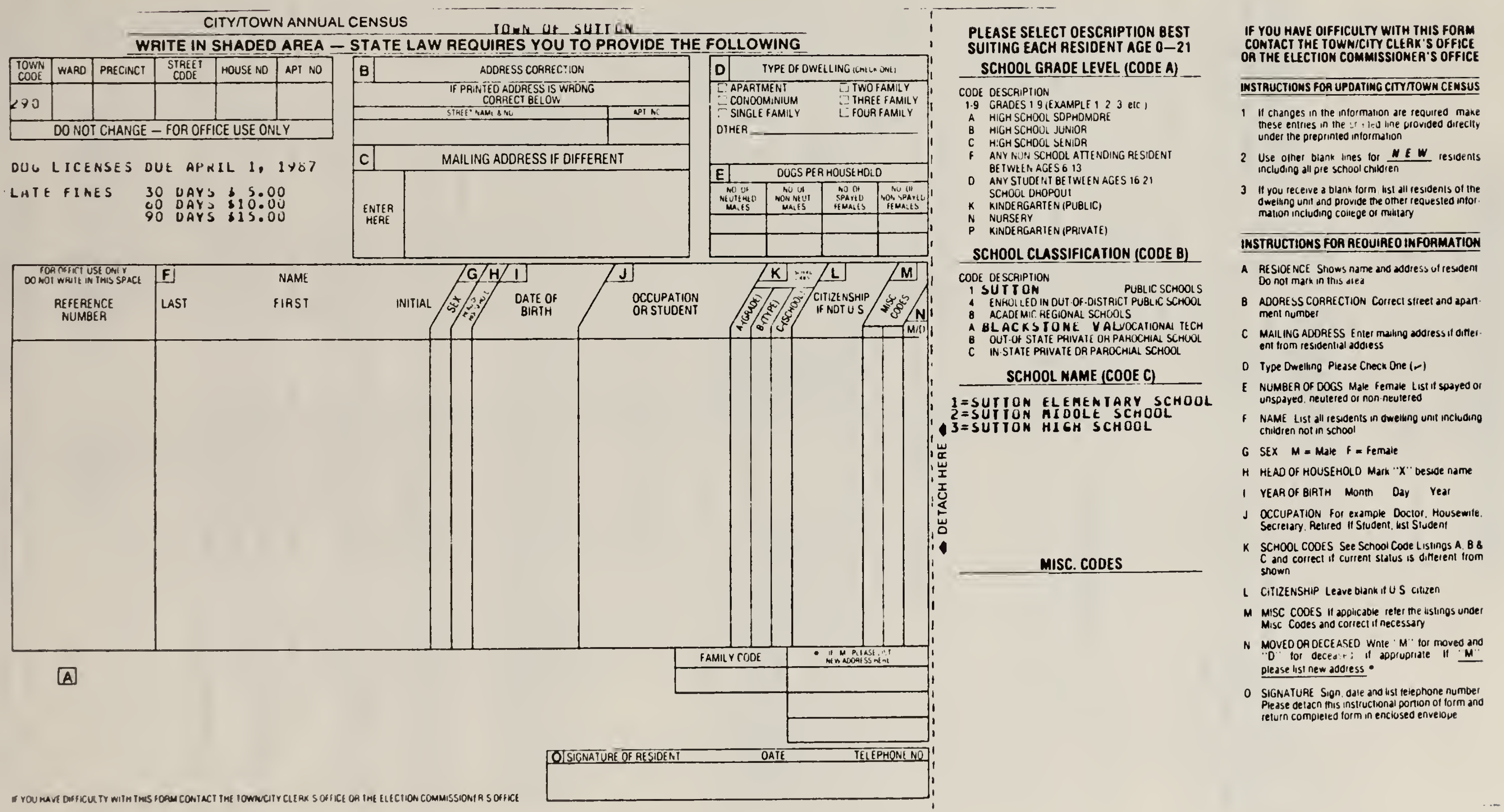
GENERAL INSTRUCTIONS: Please PRINT

1. Verify and/or complete all information listed on the form.
2. List ALL family or household members whose legal address is the same. Include any member of the family in Military Service, away at school or confined to a rest home whose legal residence is the same.
3. Make all changes on the SHADED LINE below the printed line.
4. If a NEW MEMBER has been added to the family or household, enter the name and information on the blank line at the end of this form.
5. Cross off any resident no longer residing at this address and list his/her new address.
6. NATIONALITY — Enter only if NOT U.S. citizen.
7. OCCUPATION — Enter occupation, NOT place of employment.

SAMPLE CENSUS BY MAIL FORM

8" X 15"

BLUE PRINTING ON WHITE PAPER
LETTERS IN BOXES - IN RED
SHADED AREAS - IN BLUE



CITY/TOWN ANNUAL CENSUS

TOWN OF SUTTON

WRITE IN SHADED AREA — STATE LAW REQUIRES YOU TO PROVIDE THE FOLLOWING

TOWN CODE	WARD	PRECINCT	STREET CODE	HOUSE NO	APT NO
290					
DO NOT CHANGE — FOR OFFICE USE ONLY					

DOG LICENSES DUE APRIL 1, 1987

LATE FINES
30 DAYS $ 5.00
60 DAYS $10.00
90 DAYS $15.00

B ADDRESS CORRECTION
IF PRINTED ADDRESS IS WRONG CORRECT BELOW
STREET NAME & NO
APT NO

C MAILING ADDRESS IF DIFFERENT
ENTER HERE

D TYPE OF DWELLING (CHECK ONE)
☐ APARTMENT
☐ CONDOMINIUM
☐ SINGLE FAMILY
☐ TWO FAMILY
☐ THREE FAMILY
☐ FOUR FAMILY
OTHER ____

E DOGS PER HOUSEHOLD

NO OF NEUTERED MALES	NO OF NON NEUT MALES	NO OF SPAYED FEMALES	NO OF NON SPAYED FEMALES

FOR OFFICE USE ONLY DO NOT WRITE IN THIS SPACE REFERENCE NUMBER	**F** NAME LAST	FIRST	INITIAL	**G** SEX	**H** HEAD OF HOUSEHOLD	**I** DATE OF BIRTH	**J** OCCUPATION OR STUDENT	**K** A-(GRADE)	B-(TYPE)	C-(SCHOOL)	**L** CITIZENSHIP IF NOT U S	**M** MISC CODES	**N** M/D

A

FAMILY CODE

• IF M PLEASE LIST NEW ADDRESS HERE

O SIGNATURE OF RESIDENT DATE TELEPHONE NO

IF YOU HAVE DIFFICULTY WITH THIS FORM CONTACT THE TOWN/CITY CLERK'S OFFICE OR THE ELECTION COMMISSIONER'S OFFICE

◆ DETACH HERE ◆

PLEASE SELECT DESCRIPTION BEST SUITING EACH RESIDENT AGE 0—21

SCHOOL GRADE LEVEL (CODE A)

CODE	DESCRIPTION
1-9	GRADES 1 9 (EXAMPLE 1 2 3 etc)
A	HIGH SCHOOL SOPHOMORE
B	HIGH SCHOOL JUNIOR
C	HIGH SCHOOL SENIOR
F	ANY NON SCHOOL ATTENDING RESIDENT BETWEEN AGES 6 13
D	ANY STUDENT BETWEEN AGES 16 21 SCHOOL DROPOUT
K	KINDERGARTEN (PUBLIC)
N	NURSERY
P	KINDERGARTEN (PRIVATE)

SCHOOL CLASSIFICATION (CODE B)

CODE	DESCRIPTION
1	SUTTON PUBLIC SCHOOLS
4	ENROLLED IN OUT-OF-DISTRICT PUBLIC SCHOOL
8	ACADEMIC REGIONAL SCHOOLS
A	BLACKSTONE VAL VOCATIONAL TECH
B	OUT-OF STATE PRIVATE OR PAROCHIAL SCHOOL
C	IN-STATE PRIVATE OR PAROCHIAL SCHOOL

SCHOOL NAME (CODE C)

1=SUTTON ELEMENTARY SCHOOL
2=SUTTON MIDDLE SCHOOL
3=SUTTON HIGH SCHOOL

MISC. CODES

IF YOU HAVE DIFFICULTY WITH THIS FORM CONTACT THE TOWN/CITY CLERK'S OFFICE OR THE ELECTION COMMISSIONER'S OFFICE

INSTRUCTIONS FOR UPDATING CITY/TOWN CENSUS

1 If changes in the information are required make these entries in the shaded line provided directly under the preprinted information

2 Use other blank lines for NEW residents including all pre school children

3 If you receive a blank form list all residents of the dwelling unit and provide the other requested information including college or military

INSTRUCTIONS FOR REQUIRED INFORMATION

A RESIDENCE Shows name and address of resident Do not mark in this area

B ADDRESS CORRECTION Correct street and apartment number

C MAILING ADDRESS Enter mailing address if different from residential address

D Type Dwelling Please Check One (✓)

E NUMBER OF DOGS Male Female List if spayed or unspayed, neutered or non-neutered

F NAME List all residents in dwelling unit including children not in school

G SEX M = Male F = Female

H HEAD OF HOUSEHOLD Mark "X" beside name

I YEAR OF BIRTH Month Day Year

J OCCUPATION For example Doctor, Housewife, Secretary, Retired If Student, list Student

K SCHOOL CODES See School Code Listings A, B & C and correct if current status is different from shown

L CITIZENSHIP Leave blank if U S citizen

M MISC CODES If applicable refer the listings under Misc Codes and correct if necessary

N MOVED OR DECEASED Write "M" for moved and "D" for deceased if appropriate If "M" please list new address •

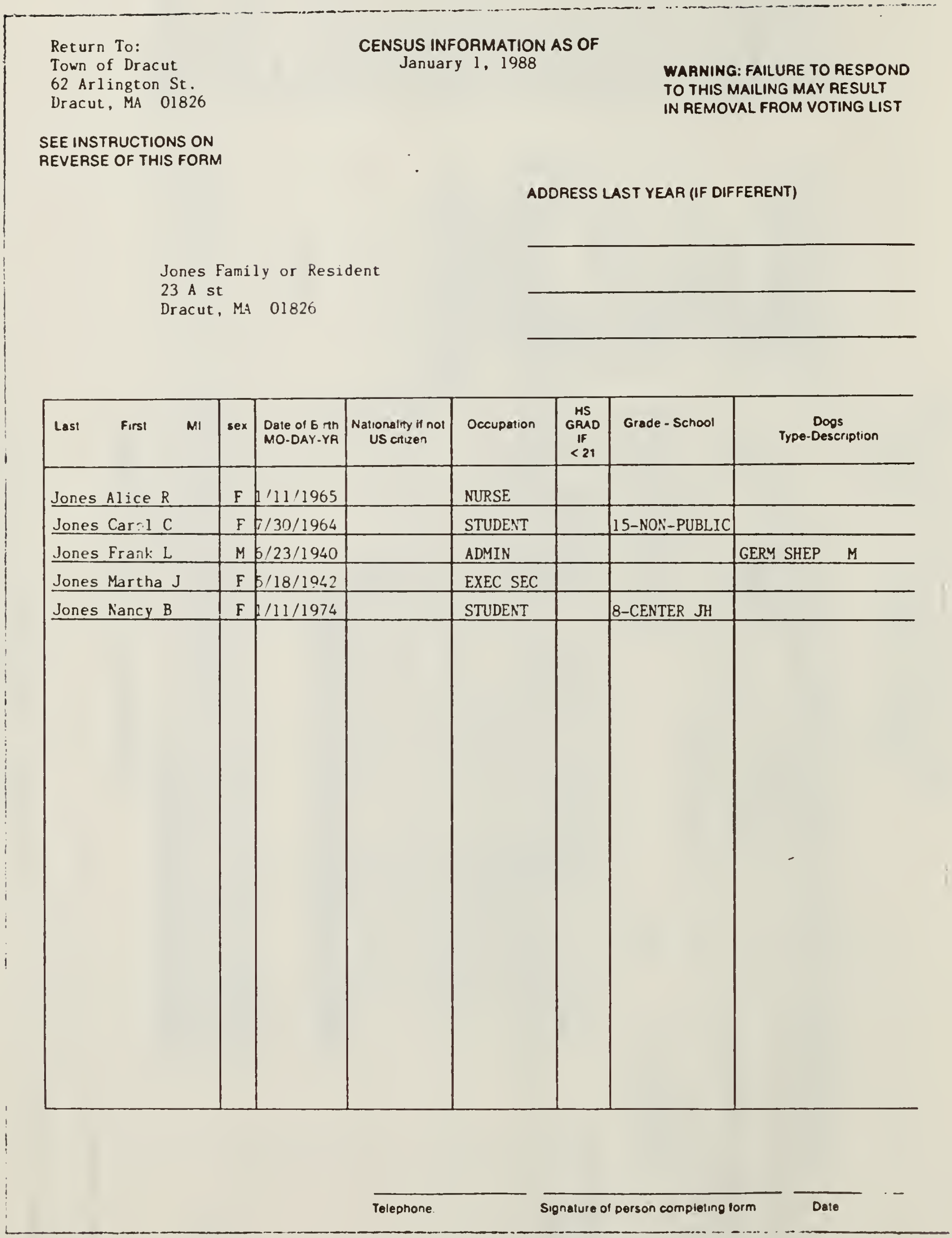
O SIGNATURE Sign, date and list telephone number Please detach this instructional portion of form and return completed form in enclosed envelope

Form available from Programs & Analysis Inc.

SAMPLE CENSUS BY MAIL FORM

$8\frac{1}{2}$" X 11"

BLACK PRINTING ON WHITE PAPER



Return To:
Town of Dracut
62 Arlington St.
Dracut, MA 01826

CENSUS INFORMATION AS OF
January 1, 1988

WARNING: FAILURE TO RESPOND TO THIS MAILING MAY RESULT IN REMOVAL FROM VOTING LIST

SEE INSTRUCTIONS ON REVERSE OF THIS FORM

ADDRESS LAST YEAR (IF DIFFERENT)

Jones Family or Resident
23 A st
Dracut, MA 01826

Last First MI	sex	Date of Birth MO-DAY-YR	Nationality if not US citizen	Occupation	HS GRAD IF < 21	Grade - School	Dogs Type-Description
Jones Alice R	F	1/11/1965		NURSE			
Jones Carol C	F	7/30/1964		STUDENT		15-NON-PUBLIC	
Jones Frank L	M	6/23/1940		ADMIN			GERM SHEP M
Jones Martha J	F	5/18/1942		EXEC SEC			
Jones Nancy B	F	1/11/1974		STUDENT		8-CENTER JH	

Telephone

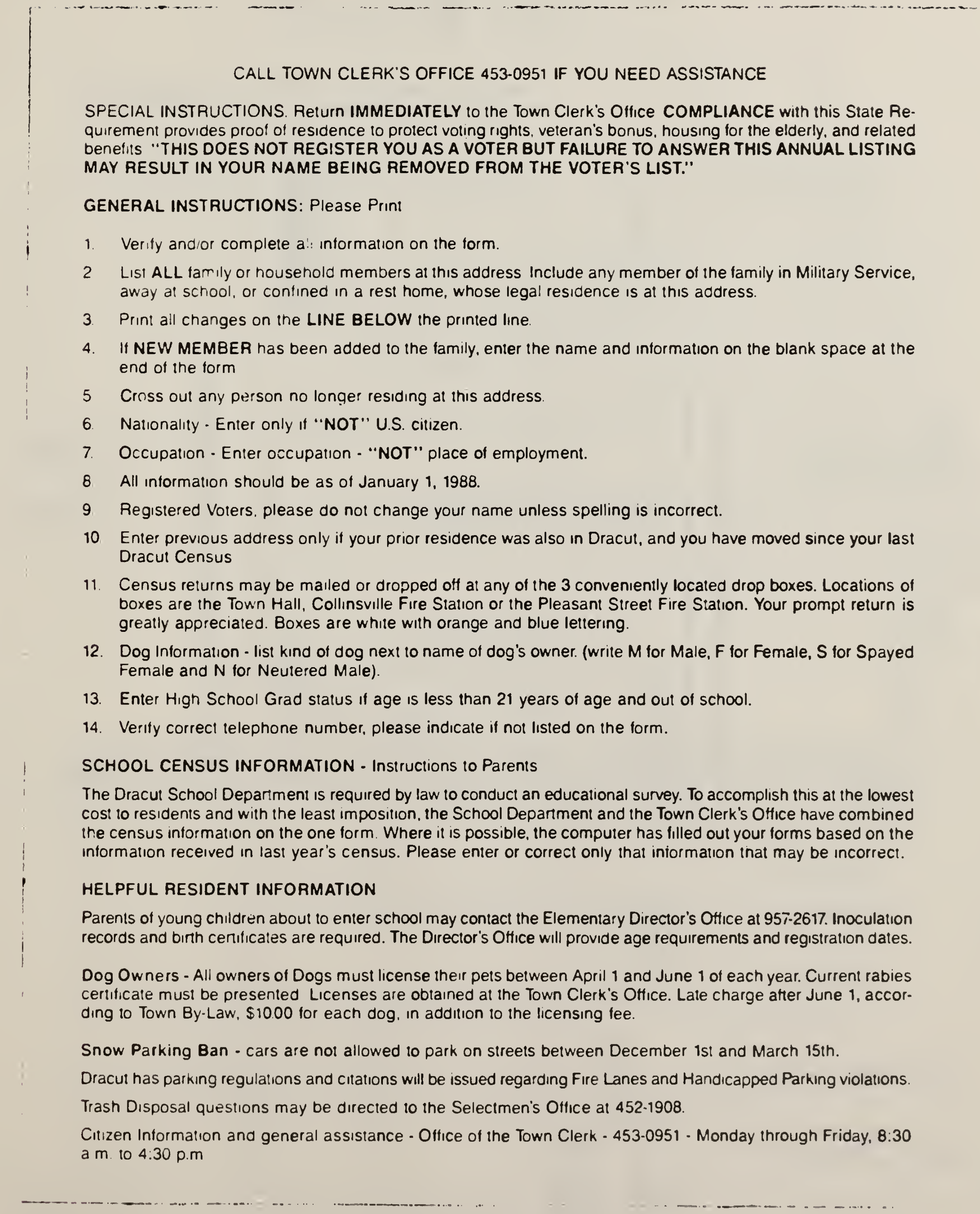
Signature of person completing form

Date

Note: Forms are continuous feed computer paper, original and one copy using carbon paper. Form available from Data Professionals.

SAMPLE CENSUS BY MAIL FORM

(BACK OF FORM SHOWN ON PAGE)



CALL TOWN CLERK'S OFFICE 453-0951 IF YOU NEED ASSISTANCE

SPECIAL INSTRUCTIONS. Return **IMMEDIATELY** to the Town Clerk's Office **COMPLIANCE** with this State Requirement provides proof of residence to protect voting rights, veteran's bonus, housing for the elderly, and related benefits **"THIS DOES NOT REGISTER YOU AS A VOTER BUT FAILURE TO ANSWER THIS ANNUAL LISTING MAY RESULT IN YOUR NAME BEING REMOVED FROM THE VOTER'S LIST."**

GENERAL INSTRUCTIONS: Please Print

1. Verify and/or complete all information on the form.
2. List **ALL** family or household members at this address Include any member of the family in Military Service, away at school, or confined in a rest home, whose legal residence is at this address.
3. Print all changes on the **LINE BELOW** the printed line.
4. If **NEW MEMBER** has been added to the family, enter the name and information on the blank space at the end of the form
5. Cross out any person no longer residing at this address.
6. Nationality - Enter only if **"NOT"** U.S. citizen.
7. Occupation - Enter occupation - **"NOT"** place of employment.
8. All information should be as of January 1, 1988.
9. Registered Voters, please do not change your name unless spelling is incorrect.
10. Enter previous address only if your prior residence was also in Dracut, and you have moved since your last Dracut Census
11. Census returns may be mailed or dropped off at any of the 3 conveniently located drop boxes. Locations of boxes are the Town Hall, Collinsville Fire Station or the Pleasant Street Fire Station. Your prompt return is greatly appreciated. Boxes are white with orange and blue lettering.
12. Dog Information - list kind of dog next to name of dog's owner. (write M for Male, F for Female, S for Spayed Female and N for Neutered Male).
13. Enter High School Grad status if age is less than 21 years of age and out of school.
14. Verify correct telephone number, please indicate if not listed on the form.

SCHOOL CENSUS INFORMATION - Instructions to Parents

The Dracut School Department is required by law to conduct an educational survey. To accomplish this at the lowest cost to residents and with the least imposition, the School Department and the Town Clerk's Office have combined the census information on the one form. Where it is possible, the computer has filled out your forms based on the information received in last year's census. Please enter or correct only that information that may be incorrect.

HELPFUL RESIDENT INFORMATION

Parents of young children about to enter school may contact the Elementary Director's Office at 957-2617. Inoculation records and birth certificates are required. The Director's Office will provide age requirements and registration dates.

Dog Owners - All owners of Dogs must license their pets between April 1 and June 1 of each year. Current rabies certificate must be presented Licenses are obtained at the Town Clerk's Office. Late charge after June 1, according to Town By-Law, $10.00 for each dog, in addition to the licensing fee.

Snow Parking Ban - cars are not allowed to park on streets between December 1st and March 15th.

Dracut has parking regulations and citations will be issued regarding Fire Lanes and Handicapped Parking violations.

Trash Disposal questions may be directed to the Selectmen's Office at 452-1908.

Citizen Information and general assistance - Office of the Town Clerk - 453-0951 - Monday through Friday, 8:30 a.m. to 4:30 p.m

SAMPLE CENSUS BY MAIL FORM

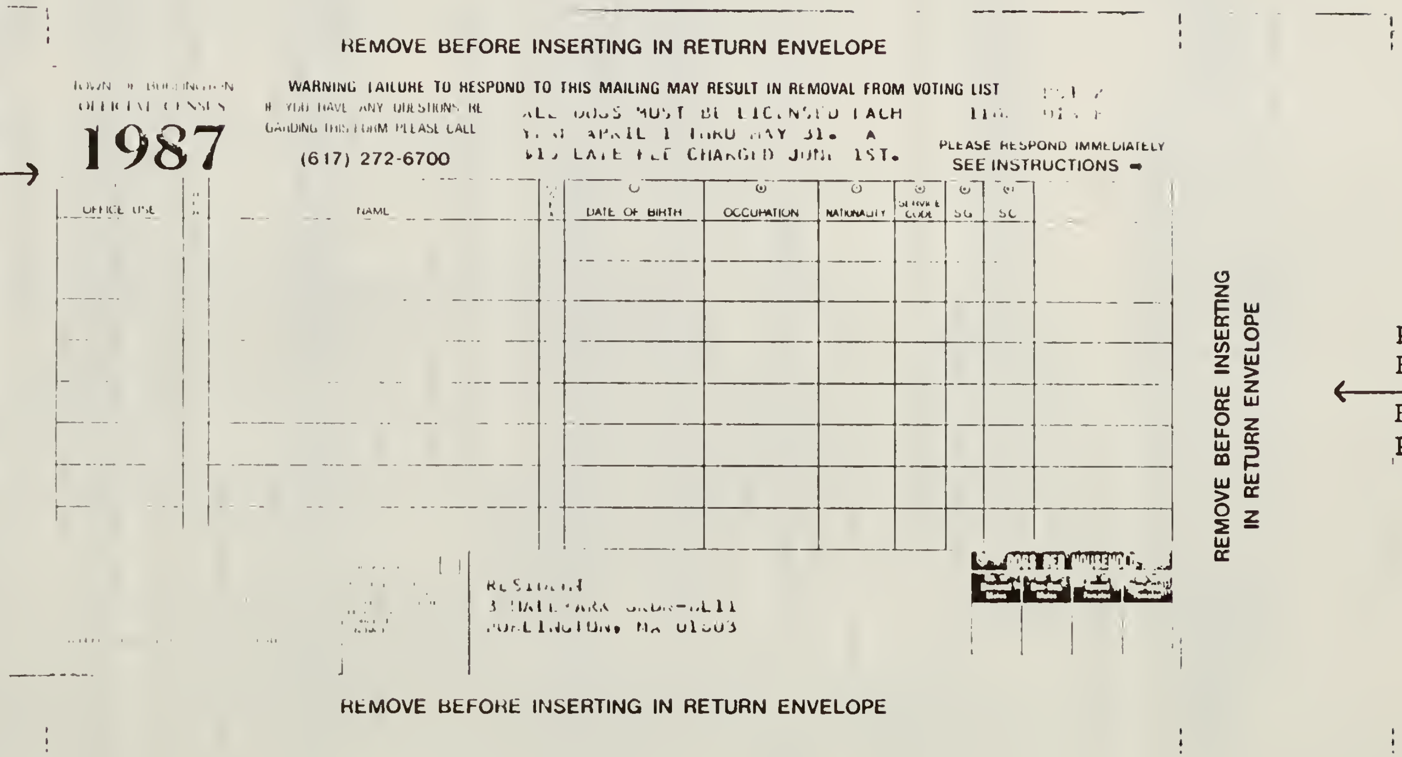
INSIDE OF SELF-MAILER

6" X 11"

WARNING - IN RED
SHADED AREA FOR DOGS - IN BLUE

WHITE BACKGROUND →

BLUE PRINTING



REMOVE BEFORE INSERTING IN RETURN ENVELOPE

TOWN OF BURLINGTON
OFFICIAL CENSUS
1987

WARNING FAILURE TO RESPOND TO THIS MAILING MAY RESULT IN REMOVAL FROM VOTING LIST

IF YOU HAVE ANY QUESTIONS REGARDING THIS FORM PLEASE CALL
(617) 272-6700

ALL DOGS MUST BE LICENSED EACH YEAR APRIL 1 THRU MAY 31. A $10 LATE FEE CHARGED JUNE 1ST.

PLEASE RESPOND IMMEDIATELY
SEE INSTRUCTIONS ➡

OFFICE USE	NAME	DATE OF BIRTH	OCCUPATION	NATIONALITY	SERVICE CODE	SG	SC

RESIDENT
3 [illegible]
BURLINGTON, MA 01803

DOGS PER HOUSEHOLD

REMOVE BEFORE INSERTING IN RETURN ENVELOPE

REMOVE BEFORE INSERTING IN RETURN ENVELOPE

← PINK BACKGROUND

BLUE PRINTING

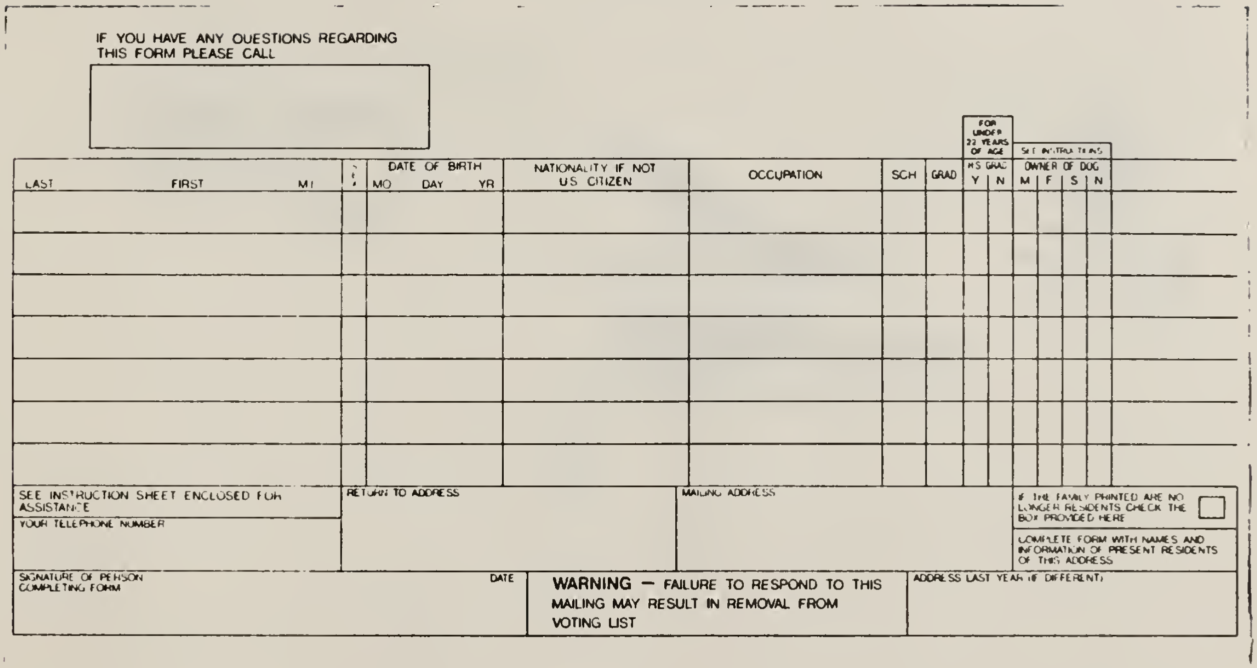
SAMPLE CENSUS BY MAIL FORM

INSIDE SELF-MAILER

$5\frac{1}{4}$" X 10"

BLACK PRINTING ON WHITE PAPER

(SEE SAMPLES ON PAGE)



IF YOU HAVE ANY QUESTIONS REGARDING THIS FORM PLEASE CALL

LAST	FIRST	MI	[illegible]	DATE OF BIRTH MO DAY YR	NATIONALITY IF NOT US CITIZEN	OCCUPATION	SCH	GRAD	FOR UNDER 22 YEARS OF AGE HS GRAD Y	 N	SEE INSTRUCTIONS OWNER OF DOG M	 F	 S	 N

SEE INSTRUCTION SHEET ENCLOSED FOR ASSISTANCE

YOUR TELEPHONE NUMBER

RETURN TO ADDRESS

MAILING ADDRESS

IF THE FAMILY PRINTED ARE NO LONGER RESIDENTS CHECK THE BOX PROVIDED HERE ☐

COMPLETE FORM WITH NAMES AND INFORMATION OF PRESENT RESIDENTS OF THIS ADDRESS

SIGNATURE OF PERSON COMPLETING FORM

DATE

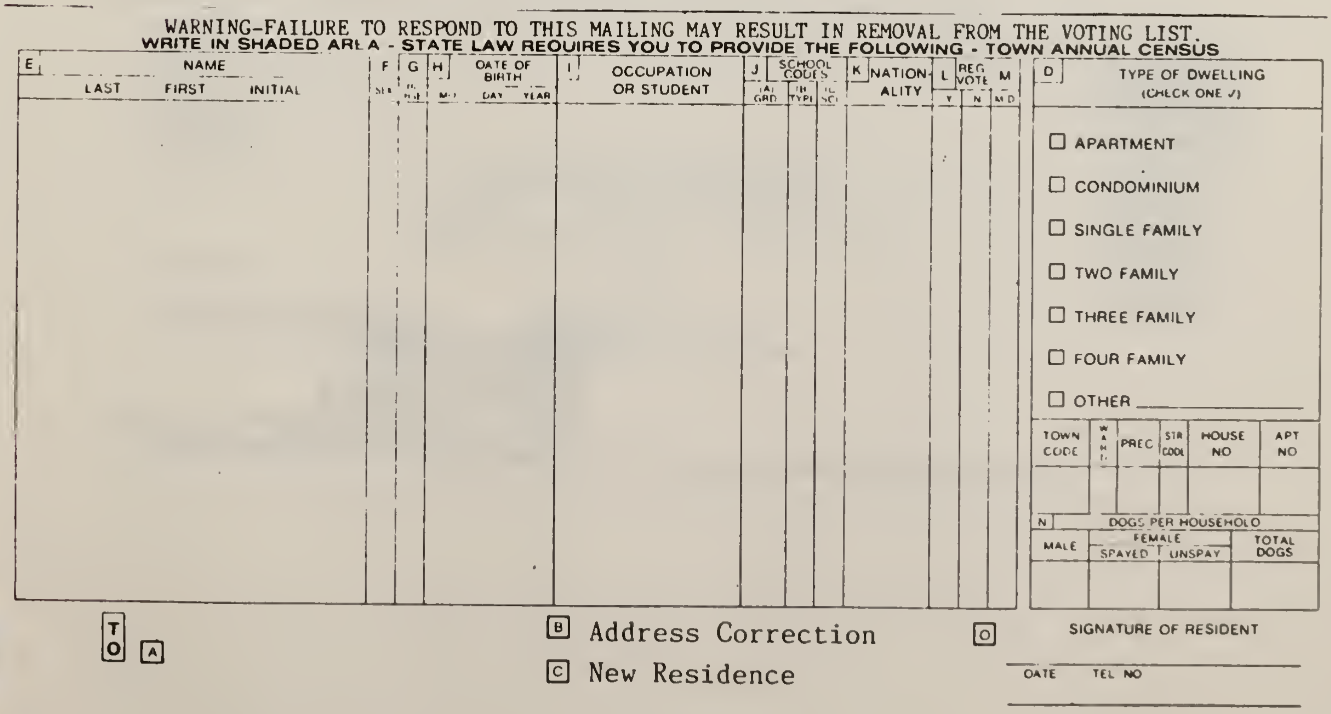
WARNING — FAILURE TO RESPOND TO THIS MAILING MAY RESULT IN REMOVAL FROM VOTING LIST

ADDRESS LAST YEAR (IF DIFFERENT)

4 7/8" X $9\frac{1}{4}$"

GREEN PRINTING ON BEIGE PAPER

(SEE SAMPLES ON PAGE)



WARNING-FAILURE TO RESPOND TO THIS MAILING MAY RESULT IN REMOVAL FROM THE VOTING LIST.

WRITE IN SHADED AREA - STATE LAW REQUIRES YOU TO PROVIDE THE FOLLOWING - TOWN ANNUAL CENSUS

E NAME LAST FIRST INITIAL	F SEX	G [illegible]	H MO	DATE OF BIRTH DAY YEAR	I	OCCUPATION OR STUDENT	J SCHOOL CODES (A) GRD	 (B) TYPE	 (C) SCH	K NATIONALITY	L REG VOTE Y	 N	M MD

D TYPE OF DWELLING (CHECK ONE ✓)

- ☐ APARTMENT
- ☐ CONDOMINIUM
- ☐ SINGLE FAMILY
- ☐ TWO FAMILY
- ☐ THREE FAMILY
- ☐ FOUR FAMILY
- ☐ OTHER ______

TOWN CODE	WARD	PREC	STR CODE	HOUSE NO	APT NO

N DOGS PER HOUSEHOLD

MALE	FEMALE SPAYED	 UNSPAY	TOTAL DOGS

TO A

B Address Correction

C New Residence

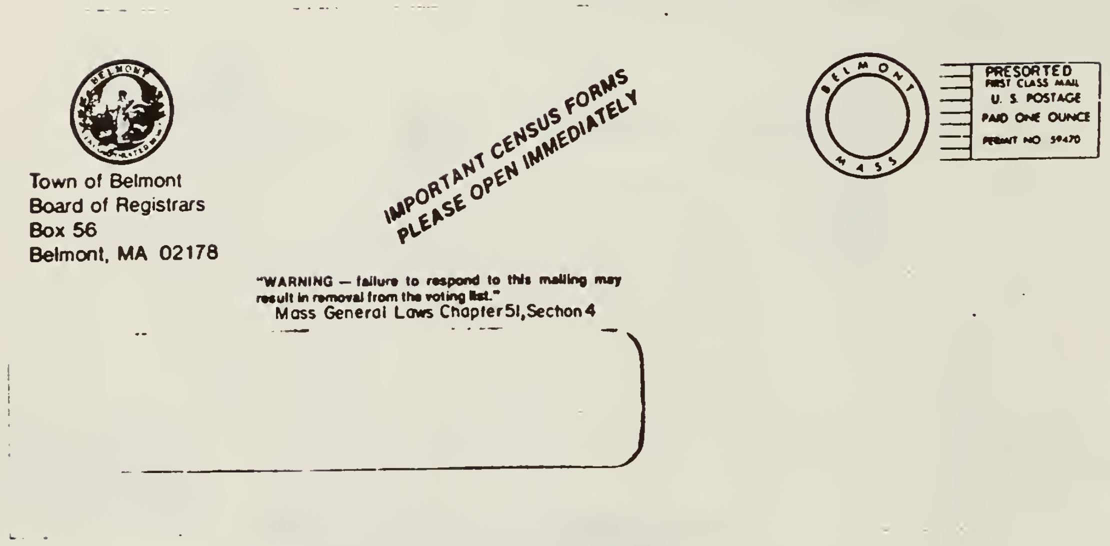
O SIGNATURE OF RESIDENT

DATE TEL NO

SAMPLE

CENSUS BY MAIL WINDOW ENVELOPES

4 1/8" X 9½"

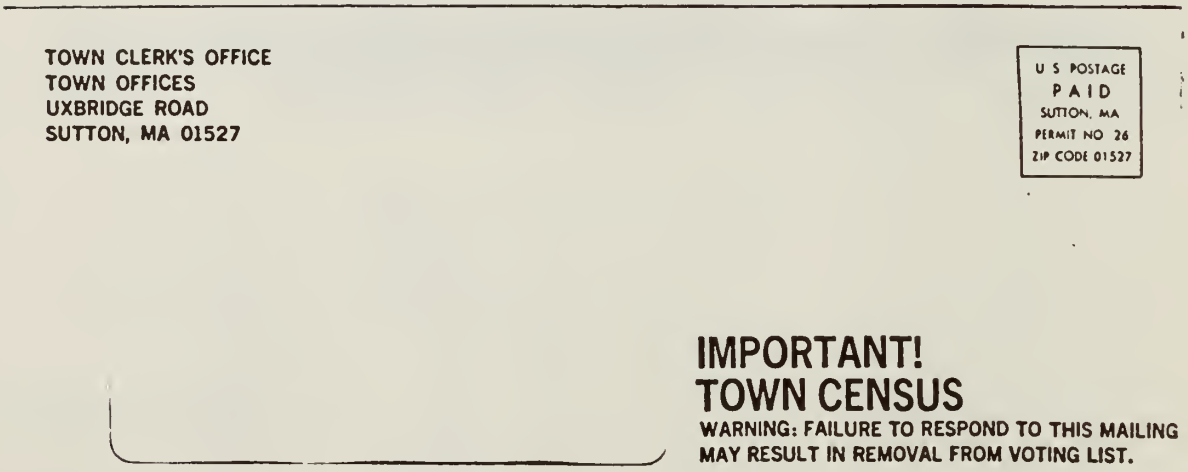


Town of Belmont
Board of Registrars
Box 56
Belmont, MA 02178

IMPORTANT CENSUS FORMS
PLEASE OPEN IMMEDIATELY

"WARNING — failure to respond to this mailing may result in removal from the voting list."
Mass General Laws Chapter 51, Section 4

PRESORTED
FIRST CLASS MAIL
U. S. POSTAGE
PAID ONE OUNCE
PERMIT NO 59470



TOWN CLERK'S OFFICE
TOWN OFFICES
UXBRIDGE ROAD
SUTTON, MA 01527

U S POSTAGE
PAID
SUTTON, MA
PERMIT NO 26
ZIP CODE 01527

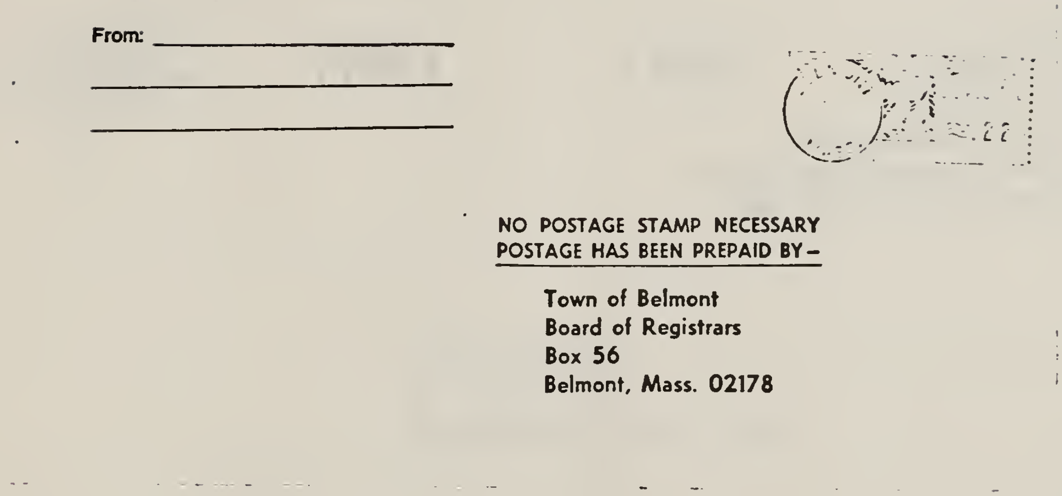
IMPORTANT!
TOWN CENSUS
WARNING: FAILURE TO RESPOND TO THIS MAILING MAY RESULT IN REMOVAL FROM VOTING LIST.

SAMPLE

CENSUS BY MAIL RETURN ENVELOPES

ABOUT 4" X 9"

TOWN POSTAGE METER USED



From: ____________________

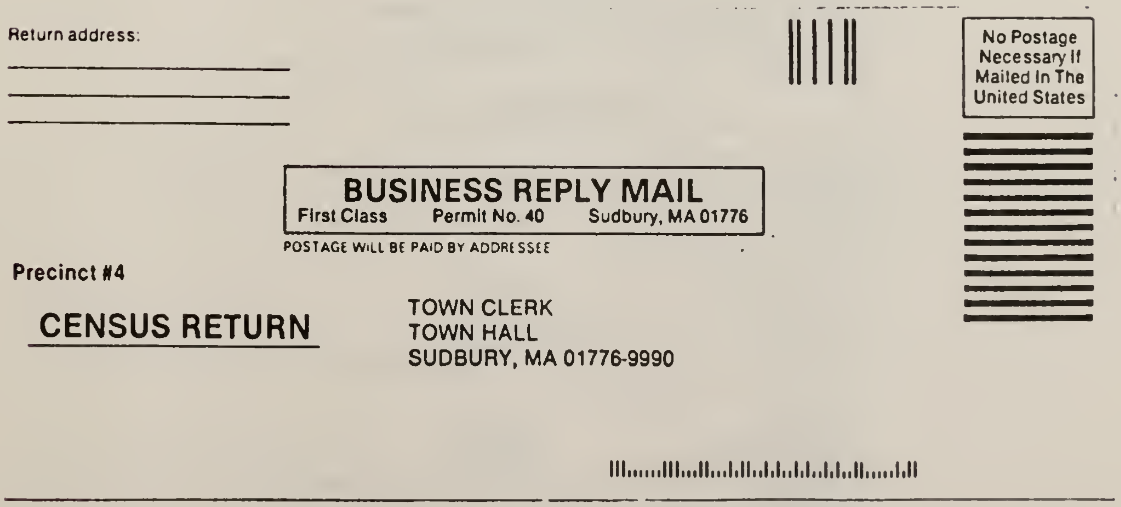
____

____

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY—

Town of Belmont
Board of Registrars
Box 56
Belmont, Mass. 02178

BUSINESS REPLY ENVELOPE



Return address:
____
____
____

No Postage Necessary If Mailed In The United States

BUSINESS REPLY MAIL
First Class Permit No. 40 Sudbury, MA 01776
POSTAGE WILL BE PAID BY ADDRESSEE

Precinct #4

CENSUS RETURN

TOWN CLERK
TOWN HALL
SUDBURY, MA 01776-9990

SAMPLE CENSUS BY MAIL ENVELOPE

SELF-MAILER

6" X 10½"

(OUTSIDE)

TOWN CLERK
29 CENTER ST.
BURLINGTON MA 01803
~~FWD & RETURN~~
~~POSTAGE GUARANTEED~~
ADDRESS CORRECTION REQUESTED

1987

FIRST CLASS PRESORT
US POSTAGE PAID
TOWN OF BURLINGTON
PERMIT #208

OFFICIAL CENSUS
PLEASE OPEN IMMEDIATELY
FAILURE TO RESPOND MAY RESULT
IN REMOVAL FROM VOTING LIST

(REVERSE)

INSTRUCTIONS

1. Verify and or complete all information [illegible] the form. If changes in the preprinted information is needed cross out the information and write correction beneath it
2. Cross out any resident no longer residing at this address and indicate new address
3. Use any blank lines for NEW residents in the household
4. If you receive a blank form complete the form for all residents at this address
5. When finished please sign, date, list telephone number and return immediately in the enclosed return envelope

Requested Information

Match the numbered area on the form to the corresponding instructions below

1. No entry required — office use only
2. Head of Household Choose only ONE head of household (Note For mailing purposes only)
3. Resident's Name Enter the resident's name last name first
4. Sex Enter an M or an F
5. Date of Birth Enter the date of birth in month day year format Please include a 4 digit year
6. Occupation Enter the resident's occupation
7. Nationality Enter only if not a U S citizen
8. Service Code Enter one of the following
   KOR - Korean War Vet
   MUL - Multiple Wars Vet
   OTH - Other
   VIE - Vietnam War Vet
   WW1 - World War I Vet
   WWII - World War II Vet
9. School Grade Enter one of the following for residents age 0-21
   N Nursery or Preschool
   K Kindergarten
   01 - 12 Grades 1 through 12
   C1 - C4 1st to 4th year of college
   O Other
10. School Code Enter one of the following
    0 - Other N-12
    1 - Shawsheen Regional
    2 - Burlington High School
    3 - Marshall Simonds Middle School
    6 - Fox Hill
    7 - Pine Glen
    8 - Wildwood
    9 - Memorial
11. Dogs in Household Enter the current number of male female spayed, and neutered dogs in the appropriate boxes
    All dogs must be licensed each year, April through May
    A $10.00 late fine will be charged June 1st

Town elections will be held on April 11th, 1987
Deadline for registration is March 20th
Residents who will be 18 yrs of age on or before April 11th are eligible to register.

NOTE COMPLETION OF THIS FORM DOES NOT REGISTER YOU TO VOTE WARNING FAILURE TO RESPOND TO THIS MAILING WILL RESULT IN REMOVAL FROM VOTING LIST

SAMPLE CENSUS BY MAIL RETURN ENVELOPE

SELF-MAILER

6" X 10"

FROM ______________________

____

____

____

1987

PLACE STAMP
HERE
THE POST OFFICE
WILL NOT DELIVER
MAIL WITHOUT
POSTAGE

TOWN CLERK
29 CENTER ST.
BURLINGTON, MA. 01803

MOISTEN - FOLD FLAP OVER
AND SEAL

SAMPLE CENSUS BY MAIL ENVELOPE

SELF-MAILER

6" X 11"

OUTSIDE

FIRST CLASS MAIL
U.S. POSTAGE PAID

PERMIT
NO

LEGAL DOCUMENTS ENCLOSED
(PENALTIES AS PRESCRIBED BY M.G.L.
CHAPTER 56 SEC. 4)

ANNUAL TOWN CENSUS. CURRENT
RESIDENT PLEASE OPEN.

POSTMASTER DO NOT FORWARD

TO:

FAILURE TO RESPOND MAY RESULT IN REMOVAL
FROM VOTING LIST M.G.L. CH 51, 54

RETURN

5¼" X 10"

FROM ______________________

____

____

PLACE STAMP HERE
OR
DEPOSIT IN DROP
BOX LOCATION

FIRST CLASS MAIL

SAMPLE CENSUS BY MAIL ENVELOPE

SELF-MAILER

GREEN PRINTING ON WHITE PAPER

5½" X 9½"

OUTSIDE

NANCY L. NORRIS
TOWN CLERK
TOWN HALL
P.O. BOX 207
HOLLISTON, MA. 01746

FIRST CLASS MAIL
U.S. POSTAGE PAID

PERMIT NO. 7

LEGAL DOCUMENTS ENCLOSED

(Penalties as prescribed by M.G.L. Ch. 56 Sec. 4)

WARNING: FAILURE TO RESPOND TO THIS MAILING MAY
RESULT IN REMOVAL FROM THE VOTING LIST
M.G.L. Ch. 51 Sec. 4

IMPORTANT

ANNUAL TOWN CENSUS
RETURN BY JANUARY 31, 1984
CURRENT RESIDENT OPEN

ENCLOSED INSTRUCTIONS

BEIGE PAPER

GENERAL INSTRUCTIONS

Please read ALL of the instructions carefully. All information should be current as of January 1, 1984. Place census form in return envelope and return by the January 31, 1984 deadline. Envelope may be sent to the Town Hall via the mail or by placing the envelope in a CENSUS BOX at RUSSELL'S MARKET, HOLLISTON SUPPERETTE, PETE'S RESTAURANT or the TOWN HALL.

• • INSTRUCTIONS FOR REQUIRED INFORMATION • •

A RESIDENCE Shows name and address of resident DO NOT MARK IN THIS AREA
B ADDRESS CORRECTION Correct street and apartment number in area below
C NEW RESIDENCE Circle the address correction if new residence as of January 1, 1984
D DWELLING TYPE Please check one ( )
E NAME List all residents in dwelling unit including children NOT in school
F SEX M = male F = female
G HEAD OF HOUSEHOLD Mark X by name
H YEAR OF BIRTH month day year (in metric format)
I OCCUPATION Example - Clerk, Programmer, Teacher etc DO NOT enter place of employment
J SCHOOL CODES Check School Code listings A B or C Correct if current status is different from that shown
K NATIONALITY Leave BLANK if U S Citizen
L REGISTERED VOTER Indicates current voting status (Y=registered N=not registered) Status changes must be done IN PERSON at the Town Hall
M MOVED OR DECEASED Write M for moved or D for deceased If M please list new address on the back of form
N NUMBER OF DOGS Male Female List if spayed or unspayed
O SIGNATURE Sign date and list telephone number

IF YOU HAVE DIFFICULTY WITH THIS FORM
CONTACT THE TOWN CLERK'S OFFICE - (429-4711)

• • INSTRUCTIONS FOR UPDATING TOWN CENSUS • •

1 If changes in information are required make these entries in the shaded line provided directly under the preprinted information

2 Use other blank lines for N E W residents including all pre-school children

3 If you receive a blank form list all residents of the dwelling unit and provide other requested information

• • WARNING • • • Return IMMEDIATELY to the Town Clerk's Office. COMPLIANCE with the State Requirements provides you with the proof of residence needed in order to protect voting rights, veteran's bonuses, housing for the elderly privileges, jury selection as well as other related benefits. This DOES NOT register you as a voter. However, failure to comply may result in the removal of the voter's name from the voting list.

PLEASE SELECT DESCRIPTION BEST SUITING EACH RESIDENT AGE 0 - 21

SCHOOL GRADE LEVEL (Code A)

Code	Description
1-6	Grades 1 - 6 (example 1, 2, etc)
A	High School Freshman
B	High School Sophomore
C	High School Junior
D	High School Senior
E	Any Non-School Attending resident between ages 16 - 21
F	Any student between ages 16 - 21 school dropout
K	Kindergarten (Public)
N	Nursery
P	Kindergarten (Private)

SCHOOL CLASSIFICATION (CODE B)

Code	Description
1	Holliston Public Schools
4	Enrolled in Public School OUTSIDE of DISTRICT
8	Academic Regional School
A	Keefe Vocational School
B	OUT-of-STATE Private & Parochial Schools
C	IN STATE Private & Parochial Schools

SCHOOL NAME (Code C)

Code	Description
H	Holliston High School
F	Flagg Adams Middle School
E	Holliston Elementary School
M	Marian High School

SAMPLE INSTRUCTIONS

CENSUS BY MAIL

ANNUAL TOWN CENSUS - [TOWN]

INSTRUCTIONS FOR COMPLETING CENSUS FORM

1. Please PRINT all information.
2. Verify spelling of each name and accuracy of each date or code entry printed on the form.
3. Make all changes/corrections/additions on the SHADED AREA below the printed line.
4. Enter name, information and previous address of all NEW MEMBERS of the household on blank lines at the bottom of the form.
5. Complete ALL columns for each person, as appropriate. If more than one form, return all forms.
6. All information should be as of JANUARY 1, 19--. List ALL family or household members whose address is the same. Include members of the family in military service, away at school or confined to a nursing or rest home whose residence is the same.
7. Cross out any person no longer residing at this address.

NEW OR PREVIOUS ADDRESS: If you moved to [town] during [last year], enter previous address. If you moved within town during [last year] and address printed on the form is not correct, enter new address.

DATE OF BIRTH: Enter citizenship ONLY if not a U.S. citizen.

OCCUPATION: Enter occupation, not place of employment, for each person born 19-- [17 years old] and earlier. If in school, enter "student."

COLUMN "A": The year you moved to this town.

COLUMN "B": Voter Designation: A printed letter indicates that you are a registered voter in this town, "R" for Republican, "D" for Democrat, "V" for Independent. Entering a letter in Column "B" does not register you as a voter. If you believe the party enrollment printed in Column "B" is in error, make the correction. We will check the records and contact you.

COLUMN "C": School Information for use by the school department only. Enter the appropriate letter for each person born between January 1, 19--[6 years old] and December 31, 19--[21 years old].

"C" - Attending an institution of higher education AND has a high school diploma

SAMPLE INSTRUCTIONS: CENSUS BY MAIL (continued)

"D" - Has a high school diploma, but NOT in school (Please state occupation)

"R" - Attending Regional High School

"T" - Attending Vocational Technical High School

"P" - Attending private school (including nursery school or public/parochial school outside of this town)

"X" - Not in school and DOES NOT have high school diploma. (Please state occupation)

If attending public schools in this town, grades K-8, leave Column "C" blank.

DOG INFORMATION: Complete appropriate box in upper right half of form.

If you have any questions, call [tel. no.] weekdays 9 A.M. - 5 P.M. After 5:30 P.M. call [tel. no.].

Dear Resident:

The Board of Registrars is conducting the Annual Town Census as required by Ch. 51, s. 4 of the Mass. General Laws. Your continued cooperation with census-by-mail will be greatly appreciated and will permit us to keep the Town's census records up to date. Please return the completed, signed census form as soon as possible by mail, by hand delivering it to the office or dropping it in the census box outside the office door. Thank you for your help.

BOARD OF REGISTRARS, TOWN OF [NAME]

Warning - Failure to return your census form may result in having your name dropped from the voting list.

SAMPLE NEWS RELEASE

CENSUS BY MAIL

Town Clerk's Office
[Date]

ANNUAL TOWN CENSUS: TOWN OF [NAME]

January is Annual Town Census month in [town]. According to Town Clerk, [name], over 4,000 census forms were mailed today to all residents of the town. Massachusetts General Laws, Chapter 51, section 4 requires that the name, date of birth, occupation, nationality (if not a U.S. citizen), current address and address on January first last year must be obtained for all residents.

Stressing the importance of this census, Clerk [name] noted that the information is used in projecting school and public safety needs, certification of residence for in-state tuition, excise tax abatements, veterans' services and voting status. It is important that all residents respond to the census.

Completed and signed census forms may be mailed back to the Town Clerk's office in the envelope provided in the mailer or may be dropped off in the Town Census boxes located at the Greystone Memorial Public Library, Johnson's Market, AnnDon's Restaurant or Town Hall.

Any resident who does not receive a census form or who has any questions should contact the Town Clerk's Office at Town Hall, [telephone number].

SAMPLE RECORD OF CENSUS FORMS RETURNED

DATE	MAILED	RECEIVED	UNDELIVERABLE	TOTAL
1/4/88	4,250			
1/8/88		46	3	49
1/11/88		164	5	218
1/12/88		396	4	618
. . .				

SAMPLE FORM FOR GROUP QUARTERS REPORT

BOARD OF REGISTRARS OF [TOWN]
ANNUAL TOWN CENSUS [YEAR]

PLEASE COMPLETE AND RETURN
TO: Town Clerk, Town Hall
[Town], MA [zip]

NAME	APT.NO.	SEX	DATE OF BIRTH	NATIONALITY	OCCUPATION	RESIDENCE LAST YEAR IF DIFFERENT

NAME OF MULTI-DWELLING UNIT (if any) ______________________
ADDRESS ______________________

Signed under the penalties of perjury.

____
Informant's signature

____
Informant's printed name and title

Note: Provide each group quarters informant with enough forms so that all persons living in the group quarters can be included. Or, if you conduct census by mail, regular census forms may be mailed to the residents of group quarters. This form could be used by the group quarters informant for residents who did not respond to the mailed census.

SAMPLE INSTRUCTIONS - GROUP QUARTERS INFORMANTS

(Town Clerk's/Registrars' Letterhead)

TO: GROUP QUARTERS INFORMANT [MULTI-DWELLING UNIT MANAGERS]

FROM: [NAME], TOWN CLERK/CLERK TO BOARD OF REGISTRARS

SUBJECT: 1988 ANNUAL TOWN CENSUS

DATE: DECEMBER 30, 1987

Enclosed please find forms for the Annual Town Census for your group quarters [multi-dwelling unit]. Please complete, sign and return the forms to this office as soon as possible.

Please enter as much of the requested information as possible in the appropriate columns on the form. Include all persons living in your group quarters on January 1, 1988. If you do not have some of the information, please enter the person's telephone number above his name.

It will be very helpful to the Registrars if you list the residents in order by apartment [unit] number and the persons living in each apartment in alphabetical order by name.

For your information, I have enclosed a copy of Chapter 51, section 10A and Chapter 56, section 4 of the General Laws covering the requirements for providing census information.

If you have any questions, please contact me at [tel. no.]

Thank you very much for your help.

SAMPLE INSTRUCTIONS - GROUP QUARTERS INFORMANTS

CENSUS FORMS MAILED TO LISTED RESIDENTS
GROUP QUARTERS REPORT FORMS PROVIDED FOR NON-RESPONDENTS AND NEW RESIDENTS

(Town Clerk's/Registrars' Letterhead)
(memo heading may be the same as or similar to previous sample)

The [town] Board of Registrars will be sending out the 1988 Census forms to each apartment dwelling unit on [date]. A list of all persons responding will be compiled and sent to you on or about [date].

We will need census information as required by state law for all residents, who did not respond to the census and who were tenants or, who were new tenants on January first. A form on which to list this information will be sent to you with the list of respondents. Please complete, sign and return the form to this office as soon as possible after receipt.

If you have any questions, please call me at [tel. no.]. Enclosed is a copy of Chapter 51, section 10A and Chapter 56, section 4 as it pertains to your organization.

SAMPLE INSTRUCTIONS - GROUP QUARTERS INFORMANTS

PRINTED CENSUS BY MAIL FORMS PROVIDED

(Town Clerk's/Registrars' Letterhead)
(memo heading may be the same as or similar to the
sample on page)

Enclosed please find census by mail forms for your multi-dwelling unit. Also enclosed is a certificate to attest to the truth of the information you provide.

The forms for persons who resided in the apartments last year contain the information obtained during the 1987 Annual Town Census. Please check each item and enter any necessary corrections in the shaded area below the printed information. It will be helpful if you use a red pen or pencil to make corrections.

If a listed person no longer lives in the apartment, enter "moved" below his name. If a family has moved, enter "moved" at the top of the form. In each case, enter the new address, if known.

Please use the blank forms provided for new residents and enter all information in the appropriate columns. Please enter the telephone number, if possible.

Complete and sign the certificate and return it, together with completed census forms, to this office as soon as possible.

If you have any questions, please call this office [tel. no.]

Thank you very much for your help.

SAMPLE VERIFICATION REQUEST

NAME CHANGE

Non-Voter

TOWN OF [NAME]
Office of Board of Registrars [Town Clerk]

Resident's Name
Resident's Address

[YEAR] ANNUAL TOWN CENSUS

According to the information reported by the census taker [returned on your census form], your name should be change on our records. You are currently listed under the name_______________.

If you wish to be listed in your new name on our records, please sign the verification of name change below and return this letter to the office as soon as possible.

signature
Town Clerk

VERIFICATION OF NAME CHANGE:

I wish to be listed in the following name:

____
Signature

____
Print Name

SAMPLE VERIFICATION REQUEST

NAME CHANGE

Registered Voter

TOWN OF [NAME]
Office of Board of Registrars [Town Clerk]

Voter's Name
Voter's address

[YEAR] ANNUAL TOWN CENSUS

According to the information reported by the census taker [returned on your census form], your name should be change on our records. You are currently registered under the name___________.

If you wish to be listed under your new name on the 19__ annual register and on the voting list to be used at the Annual Town Election and Annual Town Meeting, please come to the office to re-sign your voter registration card. You may do this during regular office hours, Monday through Friday, 9 A.M. - 5 P.M. or during one of the special registration sessions on Saturday, [date], 9 A.M. - 5 P.M. or on Tuesday, [date] 9 A.m. - 10 P.M.

If you are unable to come to the office, please sign in the space provided below to verify your name change. You will be listed under your former name on the voting list until June first. After June first, you will be listed under your new name.

signature
Town Clerk

VERIFICATION OF NAME CHANGE:

I wish to be registered in the following name:

____
Voter's signature

____
Print Name

SAMPLE VERIFICATION REQUEST

CORRECT SPELLING OF NAME

TOWN OF [NAME]
Office of Board of Registrars [Town Clerk]

Resident's Name
Resident's Address

[YEAR] ANNUAL TOWN CENSUS

According to the information reported by the census taker [returned on your census form], the spelling of your name should be corrected. Please verify the correct spelling below and return this letter to the office as soon as possible.

your signature
Town Clerk

[name spelled as printed on list]

[name spelled as corrected on list]

Please circle the correctly spelled name.

____
Signature

SAMPLE VERIFICATION REQUEST

DIFFERENCE IN BIRTH DATE

TOWN OF [NAME]
Office of Board of Registrars [Town Clerk]

Voter's name
Voter's address

[YEAR] ANNUAL TOWN CENSUS

According to the information returned by the census taker [on your census by mail form], there is a difference between your birth date on your voter registration card and that on the census report [form].

Since our records of your birth date must be correct, please contact this office as soon as possible. You may come to the office on any weekday, 9 A. M. - 5 P.M. or write the correct birth date in the space provided below, add your signature and return this note to the Town Clerk's Office, Town Hall.

Thank you.

your signature
Town Clerk

CORRECT BIRTH DATE:

____
month/day/year

____
Signature

SAMPLE LETTER

RESIDENT NOT CONTACTED BY CENSUS TAKER

TOWN OF [NAME]
Office of Board of Registrars [Town Clerk]

Resident's name
Resident's address

[YEAR] ANNUAL TOWN CENSUS

The census taker was unable to contact you when he visited your house recently to obtain census information for members of your household. Would you please verify the information shown on the enclosed census form, sign it and return it to the Town Clerk's Office as soon as possible.

If corrections are necessary, please cross out the information shown and enter the correct information directly above it. Please add the name and other information for each new member of your household.

If you prefer, you may call the Town Clerk's Office at [tel. no.] to give us the information.

Your cooperation will be appreciated and will permit us to keep the Town's census records up to date. Failure to provide census information may result in the removal of a voter's name from the voting list.

signature ______________
Town Clerk

Note: Enclose a copy of multi-year census forms for a listed household. If the letter is to be sent to new residents, enclose blank forms and adjust the letter to request that the forms be completed. If new forms are used for all residents each year, enclose a set of forms and adjust the letter accordingly.

SAMPLE LETTER

INFORMATION OMITTED

TOWN OF [NAME]
Office of Board of Registrars [Town Clerk]

Resident's name
Resident's address

[YEAR] ANNUAL TOWN CENSUS

The following information was omitted from the census report [census by mail form] for your household. To permit us to complete the Annual Town Census, please enter the information requested in the space provided below and return to the Town Clerk's Office as soon as possible.

ADDRESS JAN. 1st LAST YEAR IF DIFFERENT ______________________________
(City or town where you lived prior to moving to this town or previous street address if you lived at another address in this town.)

SIGNATURE ______________________________

signature ______________
Town Clerk

Note: Substitute the item omitted from the census taker's report or from the census by mail form for the item shown above, as applicable.

Examples:

DATE OF BIRTH FOR: ______________________ (name) ______________ Mo. Day Year

OCCUPATION FOR: ______________________ (name) ______________________ (type of work or trade)

SAMPLE NOTICE

CENSUS BY MAIL

POST CARD

Dear Resident:

The census form for your residence has not been returned to this office. Please complete, sign and return it as soon as possible so that we may complete the Annual Town Census.

If you did not receive a form in the mail, or if you have questions regarding the form received, please call the Board of Registrars [Town Clerk] at [tel. no.]

Thank you for your cooperation.

Board of Registrars [Town Clerk]
Town of [name]

……

POST CARD AFTER SECOND MAILING

Dear Resident:

On January 1, [year] the Board of Registrars sent to this address a census form to list every person residing at this address as provided by the Massachusetts General Laws. Again in February, an identical form was sent to this address.

If we have to send a police officer to collect the required information, the cost of the census will increase greatly. Therefore, we ask you to call the Board of Registrars at [tel. no.] between 9 A.m. and 5 P.M. on weekdays. You will be allowed to give us the information over the telephone and we will be able to answer any questions you may have.

Thank you.

BOARD OF REGISTRARS OF [TOWN]

SAMPLE LIST OF NON-RESPONDENTS

COMPUTER PRINTOUT

CENSUS BY MAIL

```
CNNRPYLS..CVIJ6                          TOWN OF BURLINGTON            CENSUS YEAR 1987            PAGE  26
 3/31/87                            CENSUS NON-RESPONDENT LISTING     *ALL NON-RESPONDENTS*         9.55.49

  REFERENCE      NAME                               STREET ADDRESS              CITY              PCT   DIS

     5832    * MALONE, LORRAINE F                   23 SKILTON LN               BURLINGTON         1     A
     5833      MALONE, STEVEN                       23 SKILTON LN               BURLINGTON         1     A

    11784      BAGNI, PIA NICOLE                    30 SOUTH BEDFORD ST         BURLINGTON         2     C
    11785      BAGNI, WILLIAM LOUIS                 30 SOUTH BEDFORD ST         BURLINGTON         2     D
    11786    * BAGNI, ZEVORAH                       30 SOUTH BEDFORD ST         BURLINGTON         2     D
    11819      REED, RENITA J                       115 SOUTH BEDFORD ST        BURLINGTON         2     D
    11821      REED, ROBIN C                        115 SOUTH BEDFORD ST        BURLINGTON         2     D
    11853      HART, FABIENNE                       135 SOUTH BEDFORD ST        BURLINGTON         2     C
    11854      HART, JENNIFER                       135 SOUTH BEDFORD ST        BURLINGTON         2     C
    11855      HART, JESSICA                        135 SOUTH BEDFORD ST        BURLINGTON         2     C
    11856      HART, ROBERT A                       135 SOUTH BEDFORD ST        BURLINGTON         2     C

     5986    * BUCCERI, ANTONETTE M                 18 SPARHAWK DR              BURLINGTON         1     B
     5987    * BUCCERI, JOHN                        18 SPARHAWK DR              BURLINGTON         1     B
     5988    * BUCCERI, JOHN J                      18 SPARHAWK DR              BURLINGTON         1     C
     5989      BUCCERI, MARIA A                     18 SPARHAWK DR              BURLINGTON         1     B
     5996      GRUBNER, GEORGE                      20 SPARHAWK DR              BURLINGTON         1     B
     5997      GRUBNER, MARTIN                      20 SPARHAWK DR              BURLINGTON         1     B
     5998      GRUBNER, OTTO                        20 SPARHAWK DR              BURLINGTON         1     B

     6094    * ADOLPH, DAVID J                      22 SPRING VALLEY RD         BURLINGTON         1     A
     6095      ADOLPH, GEORGE R                     22 SPRING VALLEY RD         BURLINGTON         1     A
     6096      ADOLPH, KEVIN R                      22 SPRING VALLEY RD         BURLINGTON         1     A
     6097    * ADOLPH, PATRICIA A                   22 SPRING VALLEY RD         BURLINGTON         1     A
     6098    * ADOLPH, RICHARD F                    22 SPRING VALLEY RD         BURLINGTON         1     A
     6099      ADOLPH, THOMAS E                     22 SPRING VALLEY RD         BURLINGTON         1     A

    11864      BRIAND, DAVID                        6 SPRUCE HILL RD            BURLINGTON         2     C
    11865    * ECKBERG, MARTIN                      6 SPRUCE HILL RD            BURLINGTON         2     C
    11866      EGAN, MARY LOU                       6 SPRUCE HILL RD            BURLINGTON         2     C
    11867      JANGO, PAUL                          6 SPRUCE HILL RD            BURLINGTON         2     C
    11868      MARTIN, DANIEL                       6 SPRUCE HILL RD            BURLINGTON         2     C
    23551    * HOFFMAN, JONATHAN REID               6 SPRUCE HILL RD            BURLINGTON         2     D

    22123      PAVAO, BELINDA M                     3 STANWOOD ST               BURLINGTON         4     L

    22142      PARSONS, AMANDA J                    7 STEPHANIE ST              BURLINGTON         4     L
    22143    * PARSONS, CAROL A                     7 STEPHANIE ST              BURLINGTON         4     L
    22144    * PARSONS, MATT                        7 STEPHANIE ST              BURLINGTON         4     L
    22145      PARSONS, SETH                        7 STEPHANIE ST              BURLINGTON         4     L

    11924      LEOFANTI, LOUIS J                    11 STONEY BROOK RD          BURLINGTON         2     D
    11931      GROGAN, JAMES                        17 STONEY BROOK RD          BURLINGTON         2     C

    22229      LAWHORN, WILLIAM C                   23 SUMNER ST                BURLINGTON         4     M

     6119    * PHELAN, MICHAEL K                    3 SUNNYFIELD AVE            BURLINGTON         1     C
     6120      PHELAN, SHARON A                     3 SUNNYFIELD AVE            BURLINGTON         1     C

    12078      FARACO, ALISA                        19 SUNSET DR                BURLINGTON         2     C
    12079      FARACO, AMY                          19 SUNSET DR                BURLINGTON         2     D
    12080      FARACO, ANDREA                       19 SUNSET DR                BURLINGTON         2     C
    12081    * FARACO JR, FRANK L                   19 SUNSET DR                BURLINGTON         2     D
```

SAMPLE LETTER

CENSUS BY MAIL

CENSUS BY MAIL FORM NOT RETURNED

TOWN OF [NAME]
Office of Board of Registrars [Town Clerk]

Resident's name
Resident's address

[YEAR] ANNUAL TOWN CENSUS

On [date], a census form showing the required census information for members of your household was mailed to you. We have not yet received your completed form. The Annual Town Census is required by the Massachusetts General Laws.

Enclosed please find a copy of the form [and a copy of the instructions for completing the form]. Please verify and if necessary, correct the information shown. Please add the name and information for any new member of your household and cross out the name of any member who has moved. Then sign the form and return it in the envelope provided.

Your census information must be received as soon as possible to permit us to complete the Annual Town Census at the least possible cost. Failure to return the census form may result in a voter's name from being removed from the voting list.

If you have any questions, please call the Registrars' office at [tel. no.]

Your cooperation will be greatly appreciated.

your signature
Clerk, Board of Registrars

SAMPLE NOTICE

VOTER MOVED TO NEW PRECINCT

TOWN OF [NAME]

Office of Board of Registrars [Town Clerk]

Voter's Name
Voter's Address

[YEAR] ANNUAL TOWN CENSUS

According to the information returned by the census taker [on your census by mail form], you have moved from [address] in precinct [#] to [address] in precinct [#].

If you wish to be registered and vote in your new precinct in the annual town election on [date], please complete and sign the request below and return it to this office as soon as possible. Your written and signed request must be received in this office by 10 P.M. on [date of close of registration] or you must remain registered and vote in your former precinct until after June first.

If you have any questions, please call [tel. no.]

signature ______________
Town Clerk

REQUEST FOR CHANGE OF ADDRESS:

I wish to be registered and vote at
________________________ in precinct ____________________
(new address)   (new precinct number)

in the town election on [date].

____
Signature

SAMPLE NOTICE

RESIDENT NOT A VOTER

TOWN OF [NAME]
Office of Board of Registrars [Town Clerk]

Resident's name
Resident's address

[YEAR] ANNUAL TOWN CENSUS

According to the information returned by the census taker [on your census by mail form], you believe you are a registered voter in this town. We have searched our voter registration records and find no record that you have registered here.

If you wish to register to vote, you must complete and sign an affidavit in person at the Town Clerk's Office at Town Hall, 9 A.M. - 5 P.M. weekdays, Saturday, [date], 9 A.M. - 5 P.M. or Tuesday, [date] 9 A.M. - 10 P.M. If you wish to be eligible to vote at the Annual Town Election on [date], you must register before 10 P.M. on [date].

If you have any questions, please call [tel. no.]

signature
Town Clerk

SAMPLE NOTICE

DIFFERENCE IN PARTY ENROLLMENT

TOWN OF [NAME]
Office of Board of Registrars [Town Clerk]

Voter's name
Voter's address

[YEAR] ANNUAL TOWN CENSUS

According to the information returned by the census taker [on your census by mail form], there is a difference between your party enrollment shown on the census report [form] and our records.

According to our records, you are registered as __[party]_____. The census information indicates that you wish to be registered as ___[party]_____.

If you wish to change your party enrollment, please complete and sign the enclosed party change card and return it to the Town Clerk's office as soon as possible.

We must receive the signed card before [date], the close of registration, for the change to be made on the voting list to be used at the Annual Town Election, Annual Town Meeting and on the [year] street list.

_signature___________
Town Clerk

Note: If checking the party enrollment records reveals that a clerical error has been made in the records, send a notice informing the voter that the correction has been made and that he is now listed in the party indicated on the report or form.

SAMPLE NOTICE TO SCHOOL COMMITTEE

CENSUS COSTS

(Registrars' [Town Clerk's] Letterhead)

Date______________

To: [Town] School Committee

Re: Census Costs

Please be advised that the portion of the cost of the Annual Town Census to be included in the School Department Budget for Fiscal [year], is [amount].

This amount was determined as follows:

Number of persons listed, 3 years through 16 years: [#]
Total number of persons listed: [#]
Proportion of census costs to be paid by School Department: [%]

Cost of Materials: [$]
  (includes forms, envelopes, [list items included])
Salaries: [$]
  (includes census takers, office personnel, etc.)
Required Lists:
  Updated master census list: [$]
  New census list: [$]
  School list: [$]

Total Cost: [$]

[$] X [%] = [$] Amount to be included in School Department budget for census.

If you have any questions, please contact me at [tel. no.].

your signature
Town Clerk

SAMPLE LIST OF PERSONS BY AGES

```
SUMMARY BY AGE AS OF 01/01/87

AGE                # OF PERSONS

UNDER 1 YR           179
1 YEAR               184
2 YEARS              164
3 YEARS              193
...                  ...
21 YEARS             205
OVER 21 YEARS       8367

INVALID AGE RECORDS    0

TOTAL              13040
...............................

SUMMARY OF AGE AS OF 01/01/87

YEAR OF BIRTH      # OF PERSONS

1898                   1
1899                   0
1900                   2
1901                   5
...
1984                 193
1985                 164
1986                 184

INVALID AGE RECORDS    0

TOTAL              13040
...............................

SUMMARY BY AGE AS OF 01/01/87

17 YEARS OLD AND OLDER     9552

3 THROUGH 16 YEARS OLD     2961

UNDER THREE YEARS           527

INVALID AGE RECORDS           0

TOTAL                     13040
```

Note: The list of persons by ages may be obtained by computer in one or more of the formats shown above.

2

Lists

There are several types of lists which may be generated from the information obtained during the annual town census. Some of these lists are required by the General Laws and others are optional.

I. NEW CENSUS LIST [51:48]

From the information gathered during the census, true lists must be prepared containing the information required by 51:4 for all residents 3 years old and older.

NOTE: The term *true lists* in 51:4 refers only to the new census list, not to the school list, in spite of the use of the plural. In 1890:423, section 11, the term *true lists* referred to two separate lists to be prepared by the assessors after the annual census. One was a list of males liable to be assessed for a poll tax. The other was a list of females who requested in writing that the assessors assess them for a poll tax. The plural *lists* referring to the census list has remained in the law even though the two separate census lists have not been required for some years.

The *true list* required by 51:4 is often called the *new census list, current census list* or *master census list.* It is separate and different from the street list or other lists required by other sections of the General Laws. In this manual, it will be called the *new census list* to distinguish it from the previous year's updated master census list used during the census or a master census list copy used in processing census information in some towns.

A. FORMAT

51:4 does not specify how the list is to be arranged. It may be alphabetical by residents' names, by streets with the residents listed under each street in order by house number and alphabetical by name under each house number. In precinct towns, it may be divided by precincts.

It may be the file containing the forms on which census information was recorded by census takers, office personnel or by computer. It may be a typed list on 8 1/2" X 11" or 8 1/2" X 14" paper, a computer printout, or information stored on a computer disk or tape.

B. INFORMATION TO BE INCLUDED

The General Laws specify that information required to be obtained by 51:4 must be included in the new census list. Note, however, that the address on January first of the previous year needs to be included only if it is different from the current address. If a person has changed his name since the last census, he should appear on the new census list under his new name. If a person has changed his address within the town, he should appear on the new census list under his new address and his previous address should be included as part of his census information.

Additional information not required by 51:4 collected during the census may be included in the new census list. In many towns, the list also contains the sex of each resident required by 234A:10, the number of dogs in each household required by 140:150, the voter status, a designation for the head of household, veteran status, etc.

(see CENSUS, IV. D. INFORMATION TO BE COLLECTED on page 7)

NOTE: If you collect information for the school department which may indicate that a person is receiving special education or has special needs, such information should be treated differently from other information collected during the census. (see X. PUBLIC RECORDS on page 200)

C. PROCEDURES

The specific steps taken in preparing the new census list will depend primarily upon whether or not your town uses data processing.

1. Towns Without Data Processing

In towns without data processing, the new census list usually consists of the filed census forms.

However, in some towns, a separate card file is prepared by hand from the census forms and this file is considered the new census list. If the census forms are filed by streets, the separate card file is arranged alphabetically by name. The census forms are used to prepare the section of the street list arranged by streets and the separate card file is used to prepare the section of the street list arranged alphabetically by name.

In any event, the new census list should contain only those cards or forms related to current residents. Information obtained or verified during follow-up should be included.

If new cards are used for all residents each year, all the cards from the previous year should be removed from the active file and placed in a separate file or in boxes.

If multi-year forms are used or a separate card file is prepared, forms or cards in the file from the previous census related to residents who have moved, died or registered elsewhere should be removed and placed in a separate file.

When the census form or cards are filed, arranged and considered the new census list will depend upon when and how you prepare the related lists. In many towns, the census forms are first used to prepare the street list, other required lists and the optional lists. After those lists have been completed, the census forms are then re-arranged, if necessary, filed and considered the new census list.

NOTE: The new census list may be prepared on 8 1/2" X 11," 8 1/2" X 14" or larger paper, either hand printed or typed using the census forms as reference. However, preparing such a list is time consuming and is not necessary to comply with the General Laws as long as the each year's census forms or cards are filed and kept for at least 2 years. (see XI. RETENTION PERIODS on page 203)

2. Towns With Data Processing

In towns with data processing, the new census list is prepared by computer after all census information has been processed and the main census data file has been updated. The new census list contains the name, address and other information collected for each resident of the town. It is usually arranged by precincts, if applicable and by streets the same as the master census list used during the census. (see sample on page 89)

In some towns, a computer printout of the new census list is obtained, either from the service bureau or from the computer in the town clerk's/registrars' office, as soon as possible after census information has been processed. The new census list is proofread and errors are corrected before any other lists are prepared. The reference used for proofreading may be one of the following, depending upon the specific procedures you use:

- the master census list pages containing changes and new resident cards marked by census takers
- the census by mail forms on which changes were made, forms received from new residents and undeliverable forms
- the marked master census list forwarded to and returned from the service bureau
- a list of possible duplicates provided by a service bureau

NOTE: If no changes were made in a resident's census information on the reference used to proofread, the information for that resident on the new census list does not need to be checked. The computer will have printed the correct information from the main census data file.

In some towns, two copies of the new census list are obtained. One is retained for several years or as a permanent record and the other is regularly updated during the year. Changes in census information for listed residents and information for new residents is entered on the list by hand.

Some towns having a computer or terminal in the town clerk's/registrars' office, do not obtain a printout of the new census list. The list is maintained only in the main census data file, either on a disk or on tape. The computer or terminal provides easy access to the information when reference is required.

D. CORRECTING THE NEW CENSUS LIST [51:8]

Corrections should be made on the new census list during the year whenever an error is found. In addition, the following formal procedure is provided in 51:8.

If a resident of the town, who is required to be listed under 51:4, was not listed, he may establish his right to be listed by presenting to the registrars before the close of registration, a sworn statement that he was a resident on January first.

The sworn statement may be in a form similar to that shown below:

SAMPLE SWORN STATEMENT

Date________________

I am currently a resident of the town of [name] and was a resident on January 1, 19__. I request that my name be entered in the census records of the current year.

Signed under the penalties of perjury.

____
Signature

____
Printed Name

____
Address, Street and No.

NOTE: The resident may have his signature notarized instead of signing the statement under the penalties of perjury. (see 268:1A)

If the registrars are satisfied that the sworn statement is true, they shall list him and upon his request, issue him a certificate thereof.

SAMPLE CERTIFICATE
(Registrars' Letterhead)

Date______________

This is to certify that ______[name]________ was a resident of this town at __ ____[address]________ on January 1, 19 .

____
____
____
____
Registrars of [Town]

NOTE: The certificate may be signed by the town clerk as clerk to the board, or if authorized by registrars' vote, the registrars' signature stamp may be used.

Except in a town in which special law provides otherwise, the registrars shall enter the name and residence of each person listed and certified under 51:8 in a book provided for the purpose. [51:11]

The person's name, address and other census information should be added to the new census list. If your new census list is a card file, complete a card and add it to the file. If it is a computer disk or tape, add the name and information to the main census data file. Otherwise, add the name and information by hand to a copy of the new census list.

NOTE: The provisions of 51:8 are seldom, if ever, used. They were used more often at the time the assessors were responsible for conducting the census and preparing a list of all persons liable for a poll tax. At that time, the certificate was issued by the assessors and provided evidence that the resident could present to the registrars proving that he was qualified to register as a voter. The procedure provided by 51:8 may be used for a resident who was not listed and needs a certificate of residence to prove eligibility for residents' tuition at one of the state colleges, for example. If the person has not been listed due to oversight or clerical error, no sworn statement is needed to add the name to the new census list and issue a certificate. In other cases if there is doubt, the sworn statement might be used and the registrars may investigate to determine that the person is actually a resident.

II. ANNUAL REGISTER

The registrars are required to prepare a new annual register each year from the information obtained in the annual town census. One purpose of preparing an annual register is to update the voter registration records by removing names of residents who have moved out of the town. Another purpose is to prepare and maintain an alphabetical name index to the voter registration records.

The new annual register prepared following the census must be kept up to date during the year by adding names of new voters, recording changes in party enrollment and deleting names of voters who have moved and registered elsewhere or who have died.

A. INFORMATION TO BE INCLUDED [51:2,3,37,38,46; 53:37]

1. Names [51:2,37,38]

The annual register must contain the names of all qualified voters of the town for the current year, beginning with January first. [51:37]

a. names on previous voting list [51:37]

The new annual register must include every name contained in the list prepared under 51:4, the new census list, which the registrars can identify as that of a person whose name appeared on the voting list of the town at the last preceding election or town meeting. The registrars must make all inquiries and investigations necessary to identify such persons. (see CENSUS, IV. K. FOLLOW-UP on page 55 and L. 3. Information to be Checked on page 63)

b. new voters [51:46]

Upon receipt of an acceptable affidavit of registration, the registrars shall file the affidavit and add the name to the current annual register. The new annual register prepared following the census each year should contain the names of voters who have registered since the close of registration for the last preceding election or town meeting. The names of such voters may also appear on the new census list or they may have moved into town and registered since the current year's census was taken but before the new annual register is completed.

c. voters whose names have changed [51:2]

If the annual town census report shows that a voter has changed his name, he should be listed on the new annual register in his previous name until June first of the current year, unless he appears at the office in person to notify the registrars of his name change. After June first, he should be listed on the annual register under his new name, unless he does not wish to adopt the new name shown on the census report.

In towns using data processing, name changes are made in the main census data file at the time the census information is processed. Entering the new name in the main census data file so that it appears on the new census list and retaining the previous name on the annual register and on a voting list contained in or generated from that file is not practical. To avoid non-compliance with 51:2, it is suggested that an effort be made to have voters, who have changed their names, re-sign their affidavits of registration as soon as possible after the name change is known. (see CENSUS, IV. L. 3. a. name on page 63)

d. names not to be included [51:37]

The new annual register should not include the name of any voter who according to the annual census report has moved out of town or died.

The registrars shall not enter in the new annual register, the name of a person objected to by any registrar.

The registrars also shall not enter the name of a person residing at any licensed inn, lodging house or public lodging house which has not been reported to them by the group quarters informant under 51:10A until the person has been duly notified and given an opportunity to be heard. (see CENSUS, IV. J. GROUP QUARTERS on page 52)

2. Residence [51:3,37,38]

Opposite the name of each voter, the registrars must enter the voter's residence on January first of the current year or on any subsequent day when he became an inhabitant of the town. [51:37]

a. voter listed previous year

When preparing the new annual register each year, the address to be entered for a person who was a voter during the previous year is his residence on January first as shown on the new census list. [51:37]

If a voter moved during the previous year from one precinct to another within the town, he shall be registered and may vote in the precinct where he resided on January first of the previous year, unless he has made a written application to the registrars to be registered at his new address. After June first, he shall be registered and may vote where he resided on January first of the current year. [51:3]

51:37 makes no distinction between a voter who moves within a town not having precincts or who moves within a precinct in a town having precincts and a voter who moves from one precinct to another. The requirements of 51:3 complicate processing census information in precinct towns, particularly those using data processing. Entering the name at the new address in the main census data file and on the new census list while retaining the name at the previous address on the annual register and on a voting list contained in or generated from that file is not practical. To avoid non-compliance with 51:3, it is suggested that an effort be made to obtain a written request for address change from each voter who has moved to a new precinct as soon as possible after the address change is known, unless your town does not vote by precincts in any elections held before June first. (see CENSUS, IV. L. 3. b. address on page 63)

b. new voter [51:37]

On the new annual register, the residence of a voter who moved into town after January first of the current year, should be the address when he became an inhabitant of the town. As a practical matter, this will be the address he entered on his affidavit when he registered even if he lived at one address for a while but moved within the town before he registered.

c. voter in out of town health care facility [51:38]

When including a voter who is in an out of town hospital, sanitorium, rest or convalescent home or nursing home, the registrars should enter his name on the new annual register at the address of last registration in the town unless he has established a legal residence elsewhere. [51:38] In most cases, if you have not received a notice of registration elsewhere, the voter should be retained on the new annual register at the address where he was listed last year.

3. Party Enrollment [53:37]

In preparing the current annual register, the party enrollment, if any, of each voter included in the annual register for the preceding year shall be transferred to the new register. Each voter's party enrollment must be kept up to date on the previous annual register to reflect any changes made before the new annual register is prepared. (see II. I. UPDATING THE ANNUAL REGISTER on page 170)

The party enrollment of a new voter whose name is entered on the new annual register would usually be that entered on his affidavit of registration at the time he registered. However, his party enrollment should be up to date as of the time the annual register is prepared. For example, if a new voter changed his party enrollment by voting in a presidential primary or by filing a party change card before the annual register was completed, his new enrollment should be included on the register. (see AFTER ELECTION DAY, VIII. PROCESS PARTY CHANGES AFTER PRIMARIES in Volume 4 of this series)

B. WHEN ANNUAL REGISTER IS TO BE PREPARED [51:37]

Prior to 1985:477, the new annual register had to be prepared after April first each year. However, 51:37 is now less specific with respect to timing and requires that the registrars prepare a new annual register as soon as they have prepared the list required by 51:4, that is, the new census list.

In some towns, the steps required to prepare the new annual register are taken while the census information is being processed but the annual register is not completed until after the street list is completed. In towns using data processing, the new census list and the new annual register are prepared concurrently since the information for both is entered into the main census data file during the same operation. The new census list and the new annual register are generated from the same data file.

C. FORMAT

In many towns, early annual registers were prepared by entering the voters' names, addresses and party enrollments by hand in a bound book. The annual registers of several years were usually entered in one volume. A new annual register was compiled following the annual town census each year and as voters moved out of town, registered elsewhere or died and new voters registered, these changes were made directly in the bound volume containing the annual register for that year. You may find some of these registers among the early records of your town and they will usually contain some names entered between lines or at the end of a section under the appropriate letter and other names crossed out with such notes as *died 12/20/01.*

Currently, the annual register may consist of a hand written list in a bound book, handwritten or typed pages or loose-leaf book, a census form file, the affidavit of registration card file, a computer main census data file, a computer printout, or the alphabetical section of the street list if party enrollment is printed on that list. In towns which have the voting list arranged alphabetically by voters' names, it may be a copy of that list prepared soon after the annual town census which would be regularly updated during the year.

Regardless of the particular format, the annual register must be arranged alphabetically by voters' names. If you maintain the annual register only in the main census data file, either on a disk or tape, you must be able to access the information by voter's name. A computer or terminal in the town clerk's/registrars' office would permit such access easily. However, if you use a service bureau, direct access to the voter records in the main census data file would not be possible.

D. UPDATING THE AFFIDAVIT OF REGISTRATION CARD FILE

The card file is regularly used as reference for issuing certificates of voter registration, certificates for omitted voters on election day, etc. Therefore, the active affidavit of registration card file will need to be updated by removing the affidavits of voters shown on the census report as having moved or died. If, at the time the affidavit card file is being updated following the census, you know that a voter has died because you have received a death certificate or that he has registered elsewhere because you have received a notice but this has not been reported in the census, his affidavit should also be removed from the file.

NOTE: If you maintain a duplicate file of affidavits of registration, the affidavits of voters who have moved or died should also be removed from this file.

1973:1137, effective on June 1, 1974, changed the procedures for registration. Voters are no longer required to register by entering information and signing in the general register. Instead, they now complete and sign an affidavit of registration card. In some towns, however, a registration card was prepared for each voter who signed the general register prior to June 1, 1974. Affidavits of registration have been added to the card file as new voters have registered since that time. The current affidavit file contains the cards of all current voters, regardless of when they registered.

In other towns, only voters who registered on June 1, 1974 or later and are currently voters have an affidavit in the card file. Other current voters registered before the affidavit was required and their original registration record is contained only in the general registers used at that time.

In any case, the current affidavits in the file should be updated following the census. In some towns, updating the affidavit card file may be done as a step in preparing the annual register or as a step in processing census information.

The time for updating the affidavit card file and the procedures to be used for removing affidavits will depend upon whether or not data processing is used and the method used in conducting the census.

1. Towns Without Data Processing

a. new census forms used each year

The affidavits may be removed at the time the voter status is entered on the forms if entered directly from the affidavits of registration and new census forms are used each year. However, if voter status is entered from an updated voting list, affidavits may be removed later using the marked voting list as reference.

The procedures are outlined under CENSUS, IV. L. 4. a. (1) new census forms used each year on page 65.

b. multi-year forms used

If multi-year forms are used, first separate out the forms of registered voters marked *moved* or *died* and include the forms related to voters who could not be contacted during the census or follow-up. Residents not contacted sometimes respond to the notice of being dropped from the annual register. (see II. F. NOTICE TO DROPPED VOTERS on page 159)

You may save time if the forms are first arranged in the same order as the affidavits of registration in the active file. For each form, find the related affidavit and remove it from the active file.

If, however, the updated voting list was marked when census forms were processed to show which voters are to be retained and which should be dropped, this list may be used as the reference for removing affidavits. For each voter marked *moved* or *died* on the voting list, remove the related affidavit from the active file.

NOTE: If a voter moved within the town, his new address should be entered on the affidavit. This affidavit should not be removed from the file but should be placed in its appropriate location.

In some towns, a colored check mark or code is entered on the census form or next to the name on the voting list to show that the affidavit has been removed.

2. Towns With Data Processing

In towns using data processing, the reference used to remove affidavits of registration from the active file may be one or more of the following:

- marked master census list pages. If census is conducted by visitation, the master census list pages would be those used by the census takers. If census is conducted by mail, the master census list pages would be those marked for forwarding to the service bureau or marked to record census forms returned.
- census update forms completed to delete voters from the main census data file, provided the forms contain the voters' names and addresses, not just the reference code numbers.
- a computer printout containing the names and addresses of all voters deleted from the main census data file.
- census-by-mail forms returned as undeliverable by the post office.
- duplicate census-by-mail forms remaining after those related to completed and signed census forms have been removed.

Include with the reference, the voters who could not be contacted in the census or follow-up. Such voters sometimes respond to a notice of being dropped from the annual register. (see II. F. NOTICE TO DROPPED VOTERS on page 159)

Some time may be saved if the voters' names on the reference used are in the same order as the affidavits of registration in the active file. In some towns, a colored check mark or a symbol is entered on the reference next to the name of the voter whose affidavit has been removed to show that this step has been taken.

3. Mark and File Affidavits of Dropped Voters

In some towns, an entry such as *Dropped [YEAR]* is made on each affidavit removed from the active file. A rubber stamp may be used. If the affidavit is removed because the voter died, *died [date]* is entered. If it is removed because a notice of registration elsewhere has been received, *reg. in [town/state, date]* is entered.

Following an annual town census, the entry on the affidavit of a voter who has moved is usually not made until about two weeks after the dropped voter notices have been mailed to permit the voter time to respond to the notice.

The affidavits removed from the file are placed in the inactive affidavit file. However, if the affidavits removed are used as the reference to prepare the dropped voter notices and the dropped voter list, these notices and list are prepared before the affidavits are filed. (see II. F. NOTICE TO DROPPED VOTERS on page 159 and III. DROPPED VOTER LIST on page 174)

In some towns, the inactive affidavit file is arranged alphabetically by voters' names. In other towns, it is arranged by streets. Note that the original affidavits of registration must be permanently retained, either the affidavit itself or a microfilmed copy. (see 51:41 and state retention schedule #2.42)

E. PREPARE NEW ANNUAL REGISTER

The following methods may be used to prepare the annual register. Note that regardless of the format, each voter's current party enrollment must be included and the names must be arranged in alphabetical order.

1. Original Affidavits of Registration

If the original affidavits of registration are arranged in alphabetical order by voters' names, this card file may be considered the new annual register after you have removed the appropriate affidavits to update the file. No further steps need to be taken.

2. Duplicate Affidavits of Registration

If the original affidavits of registration are arranged by streets but you maintain a duplicate affidavit card file arranged in alphabetical order by voter's name, the duplicate file may be considered the new annual register after you have removed the appropriate duplicate affidavits from the active file.

NOTE: If a voter who registered prior to June 1, 1974 does not have a registration card in the affidavit file, neither the original nor the duplicate file may be used as the annual register.

3. Alphabetical Section of Street List

If you prepare an alphabetical section of the street list, a copy of this list may be considered the new annual register. (see VII. STREET LIST on page 184) Note that this list will also include residents who are not voters but that will not affect its validity as the annual register.

4. Census Forms

If you file the current year's census forms in alphabetical order by residents' names after the processing of census information has been completed and the required lists have been prepared, this file may be considered the new annual register. A separate annual register list or file is not needed.

If a family group form contains two voters with different surnames, you may make a copy of the form. File the original under the name of the voter whose surname starts with the first letter and file the copy under the name of the voter whose surname starts with the other letter. For example, John Jones and Mary Smith appear as voters on the same form. The original form would be filed under Jones and the copy under Smith.

If multi-year forms are used, the forms marked moved or died should be removed and filed separately.

NOTE: If the census forms are used as reference to prepare the street list and other required lists, these lists are completed before the forms are filed as the annual register.

If a separate card file is prepared from the census forms used by census takers or returned by mail, this card file may be considered the annual register.

5. List of Voters Alphabetically by Name

If your voting list is arranged alphabetically by voters' names, a copy of this list may be the annual register. However, it must be updated after the census information has been processed to remove the names of voters no longer eligible to vote in your town and to add names of new voters.

In most towns without data processing, one of the items in 1. through 4. above or a copy of an alphabetical voting list is used as the annual register. However, a separate list, either handwritten or typed, may be prepared and used as the register. The census forms or the updated affidavit of registration card file is usually used as the reference. It is suggested that you leave space between voters' names or leave space after the list of names starting with one letter before entering those starting with the next letter so that new voters may be added in the appropriate places as they register during the year.

6. Computer Printout or Data File

In towns with data processing, the steps required to prepare the new annual register are taken by updating the main census data file. (see

CENSUS, L. PROCESSING CENSUS INFORMATION, 4. b. towns with data processing on page 71)

In some of these towns, the voter status of all current residents who have registered before the processing of census information has been completed is included in the main census data file even if they did not register by January first. These voters' names appear on the new annual register along with other voters.

A printout of the new annual register showing all voters appearing on the new census list but arranged alphabetically by voters' names may be obtained by computer at the time or shortly after the new census list is obtained. (see sample annual register on page 207)

If there is a computer or terminal in the town clerk's/registrars' office, a computer printout of the annual register need not be obtained. The information in the main census data file may be considered the annual register since the data file can easily be accessed by voters' names. A printout may be obtained if a copy of the annual register is requested by the public or it is needed for some other purpose.

F. NOTICE TO DROPPED VOTERS [51:37]

The registrars are required to send a written notice to each voter of the preceding year whose name has not been entered on the current year's annual register. The term *dropped voters* is usually used to designate these persons.

1. Form

The form of the notice is not specified in the General Laws. It may be a notice designed by the registrars and duplicated using office equipment or, if a large number is required, it may be commercially printed. (see sample notice on page 208)

Dropped voter notices, containing the voters' names and addresses, may be prepared by computer either by a service bureau or by the town clerk's/registrar's office computer. (see sample notice on pages 209-211)

In some towns, two copies of the notice are typed on 8 1/2" X 11" paper placed sideways in the typewriter. Copies are made and then each page is cut in half so that each notice is 5 1/2" X 8 1/2." Folded in thirds, it fits into a standard 3 5/8" X 6 1/2" envelope.

A self-addressed post card may be enclosed with the notice. Voters who are still residents of the town may complete, sign and return the post card to the registrars. (see sample return card on page 212) Some notices contain a stub which may be detached, completed and returned by the voter. (see sample on page 213)

2. Information Required

The notice must include a statement that the voter's name has not been entered in the annual register. It is suggested that the notice also state that the name will not appear on the voting list since most voters are not familiar with the term annual register.

The notice should include a request that, if he has not moved or if he is temporarily out of town, he should contact the town clerk's/registrars' office or if a return card is used, that he complete, sign and return the enclosed card. The voter may be requested to contact the office before a specified date to insure that his name will appear on the voting list used at the next election.

Unlike the notice required by 51:38, this notice need not contain a date on which the voter may be heard. 51:38 specifies notice requirements for removing a name already entered on an annual register when no notice of registration elsewhere or death certificate has been received.

However, a date on which the voter may meet with the registrars if he wishes may be included in the 51:37 dropped voter notice even though such a meeting is not required and the voter is not required to appear in person in order to have his name returned to the annual register and voting list. Including such information may prevent allegations being made that improper notice was given because the voter was actually removed from the previous year's annual register rather than not entered on the new annual register. In many towns, the registrars meet before the annual town election or presidential primary to resolve problems related to absentee ballots and other business. That meeting date may be used in the notice. (see PREPARING ELECTION MATERIALS, V. VOTING LIST, D. 3. Deleting Names From the Voting List in Volume 3 of this series for further information on notices required by 51:38)

3. Mailing Requirements

The notice must be sent by first class mail. You will not be able to use the town's bulk rate postal permit. However, check with your postmaster to determine whether or not you will be mailing a sufficient number of notices to qualify for the first class pre-sort rates.

While not required, a separate notice may be sent to each voter even if two or more voters having the same surname are listed at the same address. For example, if the notice is addressed to John J. and Mary B. Jones, 14 Centre Street you cannot be sure that the voter who opens the mail will bring the notice to the attention of the other(s). In addition, one of the voters may complain about not receiving his/her own notice.

51:37 requires that the notice be enclosed in an envelope bearing an address to which it may be returned in case of nondelivery. In many towns, the return address includes Board of Registrars since the registrars are responsible under 51:37 for sending the notice. However, Town Clerk may be used instead since the town clerk is also the clerk to the board of registrars. In many towns, a window envelope is used to avoid having to type the name and address twice, once on the notice and again on the envelope. (see II. F. 4. Preparing Notices for Mailing below)

While technically not complying with the envelope requirements of 51:37, a folded card prepared by computer is used in some towns for the dropped voter notice. (see sample on pages 209-211)

In some towns, the post office is instructed to forward dropped voter notices since the notice would reach a voter who is only temporarily out of town and a response may be received. In other towns, dropped voter notices are not forwarded.

4. Preparing Notices for Mailing

The specific steps taken to prepare notices for mailing vary among towns. One of the following procedures may be used:

NOTE: 51:38 provides that a notice of being dropped from the annual register is not required if a voter has died or a notice of registration elsewhere has been received. In some towns, the death certificates and the notices of registration elsewhere recently received are checked just prior to preparing notices for mailing. The related affidavits of registration or census forms are removed from others or notes are made on the list being used as reference so that notices are not prepared for these dropped voters.

a. affidavits of registration

In some towns, the notices are prepared for mailing directly from the affidavits of registration removed from the current file as outlined under II. D. UPDATING THE AFFIDAVIT OF REGISTRATION CARD FILE on page 155.

NOTE: These cards may not be used as reference unless the affidavit file contains a card for every voter who appeared on the most recent updated voting list regardless of when registered since the affidavits removed would not include all those related to voters being dropped. (see 1973:1137, effective June 1, 1974)

For each affidavit removed from the file, enter the voter's name and address on a copy of the dropped voters notice. Many voters who respond simply write a note on the notice and return it. If the voter has not signed his note or his signature is illegible, you may not know which affidavit should be returned to the active file and which name is to be returned to the annual register.

Note that if window envelopes are used, the name and address should be entered in a location so that when the notice is folded and placed in the envelope, the name and address will show through the window.

After entering the name and address, place the notice face down in a pile. Place the related affidavit of registration face down in a separate pile, keeping the affidavits in order. It will save time if the names and addresses are entered on all notices, or on a number of them, before folding them and stuffing envelopes. When a sufficient number of notices has been completed, fold each notice in thirds, bottom edge up first. Check the first notice folded to be sure that the name and address show through the window and note where the folds are so that the remaining notices can be folded the same.

Place a supply of envelopes in a pile, flap side up. After each notice is folded, place it in an envelope and place each envelope in a container. If the stuffed envelopes are placed in a pile, they are very likely to get out of order. If the first stuffed envelope is placed in the back of the container with the window toward the front and the next envelope is placed in front of it, when the container is full, the notices will be in the same order as they were prepared.

If return cards are used, place a supply near the envelopes and place one card and the notice in the envelope at the same time.

It is helpful if the notices, as well as the related affidavits of registration, are kept in order while the mailing is being prepared. You may need to remove a notice if a voter missed in the census contacts the office, or a notice of registration elsewhere or a death certificate is received before the notices are mailed.

When the container is full, label it to show what notices are included, such as A - C if the notices are prepared in alphabetical order by voters' names, or Abbott St - Brown Rd, and if applicable, the precinct number, if notices are prepared in order by streets and by precincts.

NOTE: Arranging prepared notices and envelopes as outlined above will avoid having to turn either over in order to fold and stuff. If you are preparing a large mailing, the time saved will be significant.

b. marked list

The following lists, on which notes indicating the voter is to be dropped were entered when the census was taken or when information was processed, may be used in preparing the dropped voter notices:

- a copy of the most recent voting list,
- the master census list used by census takers,
- the copy of the master census list prepared for a service bureau or used to record census by mail forms.

Using one of these references, the dropped notices may be prepared as outlined under II. F. 4. a. affidavits of registration on page 161, except that the name and address of a voter marked *moved* on the list will be typed on the notice. Only the pages containing such marks need to be used. However, include voters who could not be contacted during the census or follow-up so that a dropped voter notice will be prepared for each. It is suggested that the notices be prepared and kept in the same order as the names appear on the list.

c. census forms

The census forms themselves may be used as reference for preparing dropped voter notices unless all new census forms are used each year. These include the following:

- the forms marked *moved* by census takers or by office personnel during processing and forms related to voters who could not be contacted.

- the undeliverable census-by-mail forms. If census forms were addressed to the resident or occupant, a form completed, signed and returned by a new resident will contain the census information of the voters to be dropped and these forms together with undeliverable forms may be used.

- duplicate census-by-mail forms remaining after those related to completed and signed forms have been removed.

- the census update forms prepared for the service bureau related to deleted voters provided they contain the voters' names and addresses.

The procedures used for preparing the notices are the same at outlined under II. F. 4. a. affidavits of registration on page 161, except that the name and address of the voter to be dropped will be taken from the reference used instead of from an affidavit of registration. It is suggested that the reference forms and the prepared notices be kept in the same order, either alphabetical by voters' names or by streets.

d. mailing labels

Towns using data processing may obtain a set of mailing labels containing the names and addresses of dropped voters. In this case, the notices may be prepared the same as outlined under II. F. 4. a. affidavits of registration on page 161, except that a reference is not needed and a mailing label is attached to the notice instead of typing the name and address.

e. dropped voter list

The dropped voter list required by 51:37 may be obtained before the notices are prepared for mailing and this list may be used as the reference. The procedures are the same as outlined under II. F. 4. a. affidavits of registration on page 161, except that the voters' names and addresses are obtained from the list. (see III. DROPPED VOTER LIST on page 174)

However, since there is a deadline specified in the General Laws for mailing the notices but not for preparing the dropped voter list, the notices are prepared first in many towns, unless a computer printed dropped voter list, sometimes called a delete list, can be obtained from the service bureau or prepared by the town clerk's/registrars' office computer. (see II. F. 5. Deadline for Mailing Notices below)

f. notices prepared by computer

In some towns using a data processing service bureau, the notices are prepared and provided by the bureau. A printed form is used and the computer adds the name and address of the voter to be dropped, the name of the town, additional messages to be determined by the town clerk or registrars, etc.

Computer printed notices may be prepared by the town clerk's/registrars' office computer if the program permits.

5. Deadline for Mailing Notices

51:37 specifies that notices must be sent not later than the first Monday in June in each year. In many towns, they are sent earlier sometimes as early as the beginning of February. All notices do not have to be sent out at the same time as long as the last notice sent meets the deadline.

In some towns, notice preparation starts as soon as enough census information has been processed to permit a reasonable number of affidavits to be removed from the active file or a reasonable number of census forms or pages of the list used as reference to be separated from others. Notices may then be sent out early enough for voters to get them and respond before the voting list for annual town election and in presidential election years, the presidential primary voting list, must be prepared. Note that a voter's name should not be removed from the voting list until a notice has been sent, unless you have received a notice of registration elsewhere or he has died. (see PREPARING ELECTION MATERIALS, V. VOTING LIST in Volume 3 of this series)

6. Undeliverable Dropped Voter Notices

It is suggested that you keep notices returned by the post office as undeliverable since they may be needed as reference in connection with omitted voter certificates requested on election day. In some towns, the notices are filed with the affidavits of dropped voters. In other towns, they are kept in a separate file.

NOTE: In some towns, a copy of each dropped voter notice is kept on file in the office. It may be filed with the related affidavit of registration when it is placed in the inactive file. The copy filed provides evidence that notice was sent.

G. RETURNING NAME OF DROPPED VOTER TO ANNUAL REGISTER [51:35,38]

The registrars shall revise and correct the current annual register in accordance with any facts presented to them. [51:38] If the registrars learn that a dropped voter continues to be a resident of the town, they should return his name to the annual register. There are a number of methods by which the registrars may learn of continued residence. In many cases, no investigation or proof of residence is required or needed before returning the name. However, if the registrars have reason to believe that the dropped voter is not still a resident of the town, they should investigate and may require some proof of continued residence such as that requested of an omitted voter on election day.

In any case, the registrars should not require that the dropped voter appear in person at the office or that he re-register. If they believe a written, signed response or proof of residence is necessary, the voter should be permitted to provide it by mail.

NOTE: If a voter were dropped because of a name change, he must appear in person to request the change and should re-sign his affidavit of registration if he wishes to be listed in the new name before June first. (see 51:2)

1. Comparing Listings [51:35]

Unless otherwise provided by a town's special law, the registrars are required to compare all omitted listings (names of dropped voters), with annual register of the preceding year. If it appears to their satisfaction that any of said omitted listings is that of a person entitled to vote in such preceding year, they shall at any time up to and including the day of the next primary or election enter such name on the current annual register, provided the voter is still a resident of the town. In this case, if the registrars are returning a name to the register on their own motion, they should take a formal vote. The vote should be recorded in the minutes of the meeting and attested by their clerk.

However, if the registrars have established guidelines and have delegated responsibility for returning names to the annual register to the town clerk, a formal vote is not necessary, unless the particular case does not fall within the guidelines.

2. Voter Response

The voter may respond to a notice by completing and signing the return card. He may enter and sign a statement on the notice itself and return it to the office or he may send a letter. In many towns, the registrars return the name to the annual register if any type of written, signed response is received without requiring proof of continued residence. The registrars may require that the written response be signed under the penalties of perjury. [51:38; 1986:512] They may also require any facts upon which to base the return of a name be presented in writing and signed under the penalties of perjury. [51:38; 1986:695]

In some towns, names are returned to the annual register if the voter simply informs the office by telephone that he is still a resident. Usually, if a voter responds shortly after the notices have been mailed, he was simply missed in the census or failed to provide census information. The following are typical reasons:

- voter was out of town during the time the census was being taken. Some voters regularly go south during the winter, returning in March or April. Others may be out of town on business or on vacation or on extended assignment for their companies or the government
- voter was away at school or in service and his parent neglected to list him or thought he had changed his residence
- voter thought it was not important to give census information; refused to answer census questions
- voter threw out census form, follow-up notice, etc. as junk mail

- husband and wife were recently separated and the one living in the house did not list the other

- voter's mail box was vandalized and mail lost

- voter does not know why he was missed in the census; not visited, not called, did not receive census form

3. Information Received [51:38]

When informed by someone other than the dropped voter of the omission of the name of a person who is averred to have resided in the town on January first of the current year and to have been listed there in the preceding year, the registrars shall make due investigation, and, upon proof thereof, add the name to their books. [51:38]

The information that the dropped voter is still a resident is more often obtained during a conversation with the voter's neighbor or friend, a town official during the course of his regular business, an assessor who may have visited the house for assessment purposes or a postal employee.

The General Laws do not specify the type of investigation or the proof required in these cases. The investigation may consist of sending a police officer or assistant registrar to the house if this has not already been done, or checking records of another town office such as the excise tax records in the tax collector's office.

The proof of residence may be a report from the police officer or assistant registrar, a record of another town department or proof provided by the voter after he has been contacted. It may be one of the following items provided it shows a current address in the town:

- current Mass. driver's license
- other current I.D.
- recent utility bill
- recent rent receipt. In some towns, a rent receipt would not be accepted as proof unless it contained the landlord's printed letterhead.
- copy of current lease
- any other printed I.D. showing the person's name and address such as, current bank book or statement, check book, or letter mailed to the person showing recent postmark.

The registrars may require the facts presented to them to be in writing signed under the penalties of perjury. [51:38; 1986:695] They may accept the voter's written statement of continued residence signed under the penalties of perjury as sufficient proof of continued residence the same as such a statement signed by an omitted voter on an election day is accepted. (see ELECTION DAY, V. OMITTED VOTERS in Volume 4 of this series)

4. Voter in Health Care Facility [51:38]

When informed that a person whose name has been omitted from the voting list (annual register) is in a hospital, sanitorium, a rest home or convalescent or nursing home in another city or town, they shall make due investigation and, upon proof thereof, they shall restore the name of such person to the list of voters (annual register) at his address of last registration, provided that he has not acquired the qualifications for registration as a voter in the town where he then resides.

NOTE: This sentence of 51:38 uses the term *omitted from the voting list,* but it applies as well to persons omitted from the annual register.

A voter in a health care facility is usually dropped in the census because the person giving census information is not aware that he should be included, particularly if the voter has been or will be in the facility for long term care.

If the voter or a member of his family responds to the drop notice, the voter's name should be returned to the annual register the same as outlined under II. G. 2. Voter Response on page 165. In addition, if the registrars find out that the voter is in a health care facility from a friend or neighbor, the name should be returned to the annual register.

5. Voter Appears at Office

The dropped voter or a family member may appear at the office to obtain a dog license, fishing license, a copy of a record or to do other business. In this case, check with the voter or family member to be certain all previously listed family members still live in town. If the voter or family member is obtaining a dog license, you can usually be certain, without any investigation or proof, that he has not moved out of town.

Unless there is some question about continued residence, the voter's name and the names of other voters in the family who were dropped may be returned to the annual register without any further investigation.

6. Registrars' Vote

In some towns, the registrars formally vote in each case whether or not to return a voter's name to the annual register. In other towns, the registrars establish guidelines outlining the circumstances under which a dropped voter's name should be returned. They formally vote only in cases which do not fall within the guidelines.

It is suggested that a list of dropped voters, who wish to be returned to the annual register, be prepared. Include in the list, the name, address and the reasons the name was dropped, such as *missed in census, clerical/computer error, temporarily out of town, in military service, did not return census form,* etc.

Provide a copy of the list to each registrar and incorporate the list by reference in the minutes of the meeting. If the registrars determine that the dropped voter should not be returned to the annual register, include the reasons for that determination in the minutes of the meeting and notify the voter. The registrars should provide the dropped voter, who has not been reinstated, an opportunity to be heard and present evidence to substantiate his right to be returned to the register.

NOTE: It is suggested that notes be made and kept of telephone responses from dropped voters and that all written responses, statements of residence and copies of proof of residence provided be kept whether or not the registrars take formal votes to return a name to the annual register. This will provide a record to show why the voter's name was returned.

H. AMENDING THE RECORDS

After it has been determined that a dropped voter's name should be returned to the annual register, a number of records should be amended.

1. Annual Register

The procedures used to return a dropped voter's name to the new annual register will depend upon what you use as that register and when the name is being returned.

If the annual register is the card file containing original or duplicate affidavits see II. H. 5. Affidavits of Registration on page 170.

If the annual register is a handwritten or typed list which has already been completed, enter the name, address and party enrollment on that list in the appropriate location. If, however, the register has not already been completed, be certain the census form file or list you use as a reference to prepare the new annual register contains the name, address and party enrollment of the voter who is to be returned.

If the annual register is a computer printout already available in your office, enter the name and other required information on that list by hand. If the computer printout is being prepared but information cannot be added by computer, be certain that the information is entered by hand when the printout is received. If timing permits, the information may be entered in the main census data file so that the voter will appear on the new annual register computer printout.

A note may be entered on the annual register next to the dropped voter's name to show when he was returned and why.

The party enrollment of a dropped voter being returned to the annual register should be that in which he was enrolled on the most recent party enrollment records. Be certain that his party enrollment is up to date.

If the dropped voter's name is being returned before June first, one of the following may apply:

a. voter changed precincts [51:3]

If the voter was dropped because he moved from one precinct to another and his move was not discovered during the census, his name should be returned to the annual register at his previous address unless he makes a written application to be registered at his new address. After June first, his address should be changed on the register.

NOTE: If the town has no precincts or does not vote by precincts in any elections held before June first or the voter moved to a new address in the same precinct, return his name to the annual register at his new address.

b. voter name change [51:2]

If the voter was dropped because he had changed his name and the change was not discovered during the census, he should be returned to the annual register before June first in his former name unless he has appeared in person at the town clerk's/registrars' office to request the change and re-sign his affidavit of registration.

After June first, his name should be changed on the register. At that time, he should not be required to re-sign his affidavit of registration. However, his new name should be entered on his affidavit.

2. New Census List (see I. NEW CENSUS LIST on page 147)

Since the dropped voter being returned to the annual register was a resident on January first of the current year, his name should appear on the new census list, if possible.

If new census forms are used each year, complete a form for the voter being returned to the annual register and file it in the appropriate location with the other current census forms.

If multi-year census forms are used, enter a note on the form next to the voter's name, such as *returned [date]*, if a note of being dropped was entered. Place the form in order with the other current census forms.

If the new census list has already been prepared, the name and other information is entered on that list by hand. A note may be entered to show the date returned.

If data processing is used, the name should be returned to the main census data file by completing the appropriate update form. Or enter the information directly into the census data file, if you have a terminal or computer in your office.

If other members of the dropped voter's family were also residents on January first of the current year, their names should also be returned to the new census list.

NOTE: If a name or address has been changed, enter the voter under his new name and/or at his new address on the new census list.

3. Dropped Voter List (see III. DROPPED VOTER LIST on page 174)

If the dropped voter list has not been prepared, be certain that the returned voter's name is not entered. Remove the name from the census form file or list used as reference in preparing the dropped voter list.

If the dropped voter list has already been prepared, cross out the name entered on that list and enter a note, such as *returned to annual register [date]*. The name needs to be crossed out only on the copy of the list posted and/or filed in the town clerk's/registrars' office if it has already been posted elsewhere in the town.

4. Voting List (see also PREPARING ELECTION MATERIALS, V. VOTING LIST in Volume 3 of this series)

If the voting list to be used in the next election has already been prepared and does not include the name of the dropped voter being returned, enter the name, address and party enrollment by hand or typewriter as close to the appropriate location as possible, or include the voter on a supplementary list. If included in the supplement, make a note on the main printed voting list to refer election officers to the supplement.

If the voting list has not yet been prepared, be certain that the returned voter's name is included on that list. If you use data processing and time permits, return the name to the main census data file so that it will be included in the new voting list printout.

If you maintain a master voting list on which all changes are recorded, enter the name and a note, such as *returned [date]* on that copy of the voting list if the name has already been crossed out or deleted. Otherwise, be certain that the name is retained on the master voting list.

The information outlined under II. H. 1. a. voter changed precinct and b. voter name change on pages 168 and 169 applies to changing an address or name on the voting list to be used at the next election.

5. Affidavits of Registration

Whether or not the affidavit of registration card file is used as the annual register, the voter's original affidavit should be returned to the current file. If you keep a duplicate card file, the voter's duplicate affidavit should be returned to that file.

If you have already stamped or entered *dropped [year]* on the affidavit, enter a note *returned [date]* directly under the dropped entry. If applicable, enter *returned by vote of registrars [date].*

The information outlined under II. H. 1. a. voter changed precincts and b. voter name change on page 168 and 169 applies to changing an address or name on the affidavit of registration.

I. UPDATING ANNUAL REGISTER

Several sections of the General Laws apply to keeping the annual register up to date during the year. Whenever a change is made on the annual register, it should also be made on the new census list, the voting list and the affidavit of registration.

1. Name Change [51:2]

A voter may have his name changed on the annual register at any time during the year by appearing in person at the town clerk's/registrars' office and informing the registrars of his new name. At that time, he should re-sign his affidavit of registration using his new name. The voter should not be required to reregister.

In order to have the name change effective for the next primary or election, the voter must appear in person before the close of registration for that primary or election.

If the voter does not appear in person to have his name changed, he would be listed in his former name on the annual register and on the voting list until June first of the year following the change. For example, if a person changed his name sometime in 1987, he would be listed in his former name until June first, 1988. If the registrars learned of the name change during the 1988 annual town census, they must change the name on the annual register after June first, unless the voter does not wish to change his name.

2. Address Change [51:3]

A voter may have his address changed on the annual register from one precinct to another at any time during the year by making a written application to the town clerk. The registrars may require any application to be signed under the penalties of perjury. (see 1986:512) Upon receipt, the address must be changed on the register and the town clerk must notify the voter that his application has been received and that he may vote in his new precinct. (see PREPARING ELECTION MATERIALS, V. VOTING LIST in Volume 3 of this series)

In order to have the change effective for the next primary or election, the application must be received by the town clerk before the close of registration for that primary or election.

If the registrars learn of a voter's new address because it was reported in the census, the address may be changed on the annual register before June first if one of the following applies:

- the town does not have precincts
- the town does not vote by precincts in elections held before June first
- the voter has moved to a new address in the same precinct.

In any case, the address must be changed on the annual register after June first.

3. Omitted Voter Certificate [51:59; 53:37,38] (see AFTER ELECTION DAY, VII. PROCESS CERTIFICATES & NOTES and VIII. PROCESS PARTY CHANGES AFTER PRIMARIES in Volume 4 of this series)

The name of a person who votes in a primary or election using an omitted voter certificate, either a warden's or listing error certificate, should be returned to the annual register. If the certificate is issued at an election, enter on the annual register, the name, address and party enrollment shown on the certificate. If a certificate is issued at a primary, enter the name and address as shown on the certificate. The party enrollment entered will be that shown on the certificate or on a party change card filed on the day of the primary or shortly thereafter.

4. Change Party Enrollment [51:36; 53:37,38] (see also PREPARING ELECTION MATERIALS, VI. MISCELLANEOUS, 8. Party Change Cards in Volume 3 of this series and AFTER ELECTION DAY, VIII. PROCESS PARTY CHANGES AFTER PRIMARIES in Volume 4 of this series)

Whenever a voter shall establish, cancel or change his enrollment, it shall be recorded in the current annual register. [53:37]

A voter may establish a party enrollment at the time he registers to vote by checking the appropriate box on his affidavit of registration [51:36], or by voting in a primary. [53:37] In addition, a voter may establish, cancel or change his party enrollment at any time during the year by filing a party change card or a letter requesting the change signed under the penalties of perjury. [53:38]

The request made on the party change card or letter becomes effective immediately after it is filed with the registrars. [53:38] The enrollment shown on the annual register should be updated as soon as possible after receipt of a party change card or letter.

EXCEPTION: To be effective for voting in a primary, the party change card or letter must be filed before the close of registration for that primary. A change in party enrollment filed after the close of registration for a primary should not be made on the voting list to be used in that primary. (see 4:12 and BOARDS OF REGISTRARS/ELECTION COMMISSIONS, for information on effective date of party enrollment for members of board of registrars or election commissions. Also, see 53:6,48 and NOMINATIONS, for information on party enrollment requirements for candidates)

5. Certificate of Error [51:59; 53:38] (see AFTER ELECTION DAY, VII. PROCESS CERTIFICATES & NOTES and VIII. PROCESS PARTY CHANGES AFTER PRIMARIES in Volume 4 of this series)

If a voter received a certificate of error at an election or primary because his name, address or party enrollment entered on the voting list was incorrect, the appropriate correction should be made on the annual register as soon as possible after the election or primary. Note that after a primary, the party enrollment to be entered on the annual register may be that appearing on the certificate or on a party change card filed on primary day or shortly thereafter.

6. Personal Application [51:38; 1986:512,695]

A voter may make a personal application to the registrars at any time during the year to have an error in the annual register corrected. Such an application might include a request that the name, address, party enrollment or an omission be corrected.

51:38 does not specify that the application must be in writing. However, the registrars may require a written application and that it be signed under the penalties of perjury. (see 1986:512)

The registrar should make an investigation and upon proof that an error was made, they should make the appropriate correction. The investigation might include checking the voter registration and party enrollment records, particularly if a clerical error might have been made, obtaining some sort of proof of residence, etc. The registrars may accept a written application signed under the penalties of perjury as sufficient proof to make the requested correction. (see also II. G. RETURNING NAME OF DROPPED VOTER TO ANNUAL RETGISTER on page 164)

7. New Voters [51:37]

The registrars shall forthwith enter in the annual register the name of every person who has registered as a voter in the current year. Affidavits of registration should be processed and the voters' names, addresses and party enrollments added to the annual register as soon as possible after registration.

EXCEPTION: A voter who registers during the period when registration is closed prior to an election or primary should not have his name entered on the annual register or on any other voter registration records until after that election or primary. (see 51:26) Be certain that the affidavits of registration for such voters are not processed or filed before that time regardless of what you use as the annual register. Otherwise, persons not entitled to vote in the next election or primary may erroneously be permitted to do so.

8. Deceased Voters [51:14,38]

The town clerk or other officer in charge of the registration of deaths, shall, on the first day of each month and also two days prior to every election, transmit to the registrars of voters a list of the names and addresses of all residents of the town, 18 years old or older, who died in the preceding month or since the date the list of deceased persons was previously transmitted. [51:14] The list must include street and number, if any, where the person resided at the time of his death.

The registrars shall strike from the annual register the name of every deceased person which has been transmitted to them under 51:14. No notice of being removed from the register is to be sent. [51:38] The deceased voter's affidavit of registration should be removed from the active file, marked *died [date]* and placed in the inactive file. The name should be crossed off the voting list.

In most towns, the town clerk is a member of the board of registrars and in this case, a separate list need not be prepared. However, you should have an official record of death, not just personal knowledge, before removing a name. Death certificates on file in the town clerk's office may be used as reference. Even though the General Laws include the two day time limit, names should be removed from the annual register up to the time the voting lists are transmitted to the polls, if possible.

NOTE: An official record of death is not needed to remove a name from the annual register when processing census information if the death has been reported by a census taker or by the informant on a census-by-mail form.

NOTE: If your town has an election commission, the town clerk must prepare and transmit the list of deceased residents to that commission.

9. Voter Registered Elsewhere [51:38,46A]

If you receive a copy of the affidavit of registration from another Massachusetts community or official notice from another state [51:46A], that a voter has registered elsewhere, the voter's name should be removed from the annual register. No notice needs to be sent to any such voter prior to deleting his name. [51:38] The voter's affidavit of registration should be removed from the active file, marked *reg. in [town/state] [date]* and placed in the inactive file. The name should also be crossed off the voting list.

However, if a notice of registration elsewhere is received after the close of registration for a state primary, election or the presidential primary, check the date the voter registered in his new location. If he registered in another Massachusetts community after the close of registration, the name should not be removed until after that primary or election. (see 51:1, last sentence)

III. DROPPED VOTER LIST [51:37,57] (see sample list on pages 214-216)

The registrars must prepare a list of the voters of the preceding year whose names have not been entered on the annual register of the current year. [51:37] This list is generally called the *drop list, dropped voter list, delete list,* or some similar term. In this manual the term *dropped voter list* will be used.

A. INFORMATION TO BE INCLUDED

51:37 requires that the list contain only the names of dropped voters. However, the address is needed as well as the name. The name and address as it appeared in the registration records of the previous year should be entered on the dropped voter list. In some towns, the party enrollment is also included. In precinct towns, the precinct number is usually included or the list is divided by precinct.

NOTE: If a dropped voter's name has been returned to the annual register before the dropped voter list has been prepared, it should not be entered on the list. (see II. G. RETURNING NAME OF DROPPED VOTERS TO ANNUAL REGISTER on page 164) Also, if a voter has been dropped because he died or registered elsewhere, there is no need for his name to be included on the dropped voter list.

B. WHEN PREPARED

The General Laws do not specify when the dropped voter list must be prepared. In some towns, it is prepared as soon as possible after the census has been completed and is used to prepare the dropped voter notices. In some towns, it is prepared as soon as possible after the dropped voter notices have been sent out. In other towns, it is not prepared until three to six weeks after the dropped voter notices have been mailed to allow time for voters to respond. (see II. F. NOTICE TO DROPPED VOTERS on page 159)

However, the list must be prepared in time to comply with posting requirements. (see III. F. POSTING on page 177)

C. FORMAT

The General Laws do not specify the format in which the dropped voter list must be prepared. It may be a handwritten or typed list or a computer printout. However, it should be in a format which can be easily reproduced and posted. (see III. F. POSTING on page 177)

The order in which the names appear on the list is also not specified. In some towns, the names appear in alphabetical order. In other towns, the list is arranged by streets with names listed in order by house number under each street and if applicable, divided by precinct.

The order should enable you to easily find a specific name on the list and the related affidavit of registration.

D. PROCEDURES

The procedures used for preparing the list of dropped voters vary among towns. You will need some reference from which to prepare it and one of the following may be used:

1. Affidavits of Registration

The affidavits of registration of dropped voters removed from the active file may be used as the reference for preparing the dropped voter list. In this case, the affidavits should be arranged in the same order as the names are to appear on the list.

From each card, obtain the voter's name and address and enter them on the list either by hand or by typewriter. Additional information such as party enrollment may be entered on the list if it appears on the affidavit. If the cards are not arranged by precinct, the precinct number may be added opposite each name.

If the dropped voter notices have already been prepared, or if they are prepared from the dropped voter list, the affidavits of registration may be filed in the inactive file after the dropped voter list has been prepared. In some towns, an entry *dropped [year]* is written or stamped on the card before filing.

NOTE: The affidavits of registration removed from the active file are used in towns with and without data processing. However, the affidavits may not be used as reference if the affidavit card file does not contain cards for voters who registered prior to June 1, 1974, the date 1973:1137 became effective.

2. Dropped Voter Notices

If dropped voter notices have been prepared but not yet mailed, they may be used as a reference for preparing the dropped voter list. However, if the notices are used, there is a risk of duplicating an error made in the name and address typed on the notice. In addition, party enrollment will not be shown on the notice.

The notices should first be arranged in the order in which the names are to appear on the dropped voter list. Then handwrite or type on the list the name and address of each voter to whom a notice is to be sent.

The notices may then be mailed.

3. Other References

Other references may be used to prepare the dropped voter list, such as one of the following:

- multi-year census forms removed from active file
- marked master census list pages
- census update forms completed to delete voters from the main census data file
- census-by-mail forms returned as undeliverable by the post office
- duplicate census-by-mail forms remaining after those related to completed and signed census forms have been removed.

In each case, the reference will need to be examined to be sure that only the names of voters are entered on the dropped voter list. Non-voter residents whose names have been marked *moved* or *died* should not appear on the list.

4. List Prepared by Computer

In some towns using data processing, the dropped voter list is prepared by computer. The list may be a computer printout on 14" X 11" or 8 1/2" X 11" paper with the names arranged in whatever order you determine. The list may include name, address, party enrollment and, if applicable, precinct number since all this information was originally entered in the main census data file.

A sufficient number of copies for office use and for posting may be obtained by computer. However, it may be less expensive to make the copies on office photocopying equipment and in that case, an 8 1/2" X 11" printout would probably be obtained.

E. APPROVAL BY REGISTRARS

In some towns, the registrars themselves prepare the dropped voter list. In other towns, the list is prepared by the town clerk's/registrars' office staff. In some of these towns, the list is approved by vote of the registrars at a formal meeting since the registrars have statutory responsibility for preparation although such approval is not required if the registrars have established guidelines and delegated the responsibility for preparing the list to the town clerk. The list is incorporated by reference into the minutes of the meeting.

F. POSTING [51:37,57]

A copy of the dropped voter list must be posted in accordance with the same schedule and in the places where copies of the voting list are to be posted under 51:57. [51:37]

51:57 requires that the voting list be posted at least 20 days before the annual town election and at least 60 days before the state biennial election. It must be posted in the registrars' principal office and in one or more other public places in the town.

In towns with precincts, it must be posted in each precinct. The entire dropped voter list does not need to be posted in each precinct. Post only the list showing the voters who have been dropped in that precinct, unless the list has not been prepared by precinct.

In addition to posting, the registrars may publish the dropped voter list in a newspaper devoted wholly or chiefly to the publication of local or general news. It is unlikely that a newspaper would publish the list as a public service unless it is very short.

Since the cost of publishing all the names is fairly high, some towns prepare a news release instead to inform voters that the list has been posted and including the procedures for having a voter's name returned to the voting list.

G. AMENDING THE LIST

Amending or updating the dropped voter list is not required by the General Laws. However, in some towns, when a dropped voter's name is returned to the annual register, his name is crossed out on the dropped voter list and a note such as *returned [date]* is entered. The entry is made only on the office copy of the list, not on any of the posted copies.

If the dropped voter list is used at the polls on election day by the warden in connection with issuing omitted voter certificates, notes should be made on that copy of the list to indicate which voters, if any, were dropped because they had died or registered elsewhere. (see ELECTION DAY, V. OMITTED VOTERS in Volume 4 of this series)

IV. DOG LIST [140:150] (see sample dog lists on pages 217 and 218) (also see LICENSES & PERMITS, III. DOG LICENSES in Volume 2 of this series for further information on dog licenses and related lists)

1858:139 required that the assessors *cause all dogs to be entered upon the assessment lists of persons owning such dogs...* 1864:299 required that the assessors

> *shall annually, take a list of all dogs owned or kept in their respective cities and towns, on the first day of May, with the owners' or keepers' names, and return the same to the city or town clerk, on or before the tenth day of July.*

The requirement for making a list of all dogs in the town has remained in the law to the present. However, in the 1932 tercentenary edition of the General Laws, it was placed under 140:150 and the date for making the list had been changed to April first.

After the responsibility for taking the annual town census was transferred from the assessors to the board of registrars [1938:440], 140:150 was amended to require that *the persons authorized or directed by 51:4 or by any special law to make lists of persons 20 years of age or older liable to a poll tax shall make a list of all dogs owned by the inhabitants.* (see 1954:357) 140:150 has since been amended by substituting *residents 3 years of age or older* for *persons 20 years of age or older liable to a poll tax.* (see 1985:477)

Information on dogs is collected during the annual town census each year and is used to prepare the list of dogs required by 140:150. (see CENSUS, IV. ANNUAL TOWN CENSUS, D. 3. Number of Dogs on page 8)

A. INFORMATION INCLUDED

140:150 does not currently specify what information is to be included in the list. However, as a practical matter, the name and address of the owner and the number of dogs owned would be the minimum information needed.

If this list is to be used later as the record of dog licenses required by 140:147, the name and description of the dog would have to be included. The license tag number would have to be added at the time the current year's license is obtained. Subsequently, this information would need to be added for each dog which was not in town when the list was first prepared.

In some towns, the sex of each dog and the owner's telephone number is also included on the dog list.

B. WHEN PREPARED

140:150 requires that the *list be made at the time of making lists required under 51:4* and that it be returned in duplicate to the town clerk before April first of each year. Note that April first is the date on which the dog licensing period starts each year unless your county has changed the license renewal date. (see 1986:201)

Since the town clerk's/registrars' office conducts the census in most towns, the list must be prepared but does not need to be transmitted. However, in towns having an election commission, that commission would prepare the dog list and transmit it in duplicate to the town clerk since the town clerk, not the election commission, is responsible for issuing dog licenses.

C. FORMAT

The General Laws do not specify the format in which the dog list is to be prepared. It may be in alphabetical order by name of owner or in order by street address.

In towns without data processing, the list will have to be prepared by hand or typewritten from the dog information obtained during the annual town census. In towns with data processing, the dog information is entered into the main census data file and the list may be a computer printout provided by the service bureau or prepared by the computer in the town clerk's/registrars' office.

V. JUROR LISTS [234A:10,11,14,15] (see TOWN BUSINESS, IX. JUROR SELECTION in Volume 2 of this series for additional information and for details of procedures with respect to lists which must be prepared and submitted.)

Under Chapter 234A of the General Laws, each town is required to prepare and submit lists to the office of jury commissioner of the commonwealth for use in selecting the names to appear on the list of prospective jurors each year. The board of selectmen and the town clerk have responsibility for preparing the lists and fulfilling other duties imposed by Chapter 234A.

Since most of the information required to be entered on the lists is obtained during the annual town census, the town clerk's/registrars' office usually prepares them in towns without data processing. In towns with data processing, the town clerk's/registrars' office makes certain that the lists are prepared from the information contained in the main census data file.

A. NUMBERED RESIDENT LIST [234A:10,11]

1. Information Included

The following information must be included on the numbered resident list for all persons 17 years old or older who resided in your town as of January first of the current year:

- sequence number
- last name, first name, middle initial
- address including house number, street name, apartment number and zip code
- date of birth
- sex
- occupation

2. When Prepared

The numbered resident list must be prepared and submitted to the Office of Jury Commissioner, 40 Thorndike Street, Cambridge, MA 02141 on or before June first each year.

3. Format

The list must be typewritten or machine printed containing the maximum number of lines per page in order to reduce the total number of pages. The minimum size is 8 1/2" X 11" and the maximum size is 11" X 14." The heading on each page must contain the name of the town, the name of the county, the current year, the title *Numbered Resident List* and a consecutive page number. The list must be arranged in alphabetical order by name.

A town containing 20,000 or more residents on the numbered resident list must submit an automated copy of the list, called the *numbered resident file.* It must be a data processing file contained on a magnetic tape or disk as specified in the jury commissioner's regulation no. 2. A town having less than 20,000 residents on its numbered resident list may submit an automated copy of this list, or a computer printout which should not be burst. In these cases, the sequence number for each name and the zip code will be entered by computer.

In towns having less than 20,000 residents on its numbered resident list which do not have access to data processing, a numbered resident list will need to be typed. Or, you may use a copy of your street list prepared under 51:6,7 provided it is arranged alphabetically by name of resident and contains the required information. The sequence number should be typed to the left of each name and the zip code added.

The sequence numbers should start with number 1 for the first name on the list. The last number must equal the total number of names appearing on the list. Care must be taken to avoid duplicating any sequence number.

B. THE SPECIAL FORM [234A:14]

The special form will be provided by the office of jury commission only to those towns which have not submitted an automated copy of the numbered resident list. The form will be a computer printout containing the current year, the name of your town and county, the consecutive page number and the required column headings. In addition, the random number for each prospective juror in your town, generated by computer by the office of jury commissioner, will have been entered in the first column under *SEQ. NO* on the form.

You may receive a special form consisting of one or more pages depending upon the total number of prospective jurors whose names are to appear on the list. The special form must be completed using a typewriter unless you make a written request and obtain permission from the jury commissioner to submit the special form in a machine-printed format.

To complete the special form, enter the name and other information of the person whose number on the numbered resident list is the same as that appearing in the first column under *SEQ. NO.* on the form.

You must submit one copy of the completed special form to the Office of Jury Commissioner on or before August first each year.

C. PROSPECTIVE JUROR LIST [234A:15]

The list of prospective jurors for your town will be prepared by the office of jury commissioner. Two copies of the list will be sent to the town clerk on or before October first each year. At least one copy of the prospective juror list must be retained in the town clerk's office. The other copy may be forwarded to the board of selectmen.

VI. SCHOOL LIST [51:4] (see sample school lists on pages 219 and 220)

A list containing the required information for all persons 3 through 21 years of age must be prepared by the registrars each year. This list is usually called *the school list*.

A. INFORMATION TO BE INCLUDED

The only information required by 51:4 to be included on the school list for each person is as follows:

- name
- residence
- age or date of birth

NOTE: Since 51:4 requires that each person's date of birth be obtained during the census, the school list in most towns contains the date of birth instead of age. In addition, in some towns in which all residents regardless of age are included in the census, all persons under 22 years of age are included in the school list.

In some towns, additional information for each person is included on the school list at the request of the school department. Such information may be one or more of the following:

- the name of the parent or guardian
- the name of the school each person is attending or a code designated for each school
- the grade in elementary school, year in high school or college
- a code designating the type of school attended; nursery school, public or private kindergarten, local elementary school, academic high school, vocational high school, college, private school
- a code indicating whether or not a person 16 through 21 years of age has a high school diploma if not attending any school

B. WHEN PREPARED

The school list must be prepared by April first of each year. (see VI. E. TRANSMIT LIST on page 183) When you start preparation will depend upon whether or not you use data processing.

1. Towns Without Data Processing

In towns without data processing, the list must be prepared by hand or typewriter and should be started as soon as possible after the census information has been obtained.

NOTE: In some towns, the census forms themselves related to persons under 22 years old are forwarded to the school department as soon as possible after they have been completed by census takers. The school department prepares the school list and then returns the forms to the town clerk's/registrar's office. If a separate school census card similar to that shown in the sample on page 95 is used, the cards are transmitted to the school department and in some towns, are retained by that department.

2. Towns With Data Processing

In towns using data processing, the school list will be generated by computer as soon as the census information has been processed and the main census data file has been updated. The computer sorts the information in the census data file and prints out that related to residents in the correct age categories.

C. FORMAT

The format to be used for the school list is not specified by the General Laws. It may be handwritten, typed or a computer printout.

NOTE: If school census cards are used, these cards may be considered the school list and forwarded to the school department.

The order in which the names appear on the list is also not specified by the General Laws. The order may be the same as or different from that used for the new census list. In towns having precincts, the list may be divided by precinct.

The school department may have a preferred order although the General Laws do not require that you prepare the list in that order. For example, the school department may ask that the names are arranged by elementary school district. However, unless data processing is used, it may not be feasible for the town clerk's/registrars' office to provide such an arrangement.

D. PROCEDURES

The procedures to be used will depend upon how you conduct the census and whether or not data processing is used.

1. Towns Without Data Processing

If a new card is used each year for each resident, it may be easier to prepare the school list if the forms for the persons to be included are first separated from others.

NOTE: You may save time later in preparing the street list and the new census list if the forms related to persons 3 through 21 years of age are not separated.

Determine the date of birth of the youngest and oldest persons to be listed. For example, for the 1988 census, if persons 3 through 21 years of age are to be included, the youngest person could have been born January 1, 1985 and the oldest could have been born January 1, 1967.

The forms to be separated would relate to persons born in 1967 through 1985 in the example above.

However, if you use individual forms for residents over 17 years of age and a separate card similar to that shown in the sample on page 95 on which the information for all children in the family through 21 years old is entered, the school census cards should be separated from others.

If new family group forms are used each year, the school list may be prepared if forms containing persons in the appropriate age category are not separated. In this case, the year of birth for each person on the form will have to be checked.

Arrange the forms in the order in which the names are to appear on the school list and write or type the list directly from the forms, making a separate column for name, address, date of birth, and any additional items for each person.

It is suggested that the completed list be proofread. If possible, have one person read the information from the forms while another person checks the information on the list. Make any necessary corrections.

2. Towns With Data Processing

In towns with data processing, the school list is prepared by the computer from information entered in the main census data file and will consist of a computer printout.

The program used to generate the school list is written so that all persons born during certain specified years are included. The program will have to be updated each year. For example, for the 1987 school list, the birth years 1966 through 1984 would be specified and for the 1988 school list, the birth years 1967 through 1985 would be specified to obtain a list containing all persons 3 through 21 years of age.

If you include the name of the parent or guardian, a code will have to be assigned and included for that name so that the computer will print it on the school list. The program may be written to include, for each person on the list, additional information obtained in the census such as school status, name of school, grade, etc.

A service bureau will provide instructions for entering this information on the census update forms or copy of master census list. The manual provided with a computer and program will usually contain the necessary information for entering codes directly into the main census data file.

E. TRANSMIT LIST

The school list must be transmitted to the school department not later than April first of each year.

There is no requirement that a copy of the school list be retained in the town clerk's/registrars' office. In some towns, a copy is retained. In other towns, only the school department retains the school list.

VII. STREET LIST [51:6,7] (see sample street lists on pages 221-226)

There are two sections of the General Law which require the street list to be prepared, 51:6 and 51:7. They contain somewhat different provisions. In many towns, the provisions of both sections are taken together and only one form of street list is prepared. However, two separate street lists may be prepared, one under 51:6 for distribution to political committees, candidates, business organizations and the general public, and the other under 51:7 for distribution to public officers and the chairmen of the political party town committees.

The lists required by 51:6 and 51:7 are sometimes called *street lists, lists of persons, lists of residents, residents' lists* or some similar term. In this manual, the term *street list* will be used.

A. INFORMATION INCLUDED

1. Who Must Be Included

Whether prepared under 51:6 or 51:7 or a combination of the two general law sections, every resident of the town 17 years of age or older shown on the new census list prepared under 51:4 must be included in the street list. (see I. NEW CENSUS LIST on page 147) In some towns, all residents are included regardless of age or all residents 3 years old and older are included.

2. Information Required By 51:6

51:6 requires that only the name and address of each listed resident be included.

3. Information Required By 51:7

Under 51:7 the registrars must name or designate all buildings used as residences giving the number or other definite description of each building so that it can be readily identified. In most towns, the designation is the house number and apartment number, if any. However, if a multi-dwelling unit building has no house number, the name of the building or complex might be used, such as Senior Village, Fairfield Terrace or Millbrook Park, with the street name. In towns in which residential buildings are not assigned numbers, a *definite description* is not included in the street list since there is none.

Under or opposite the name or description of each building, the following information must be included for each person 17 years old or older listed at that address on the list required by 51:4, the new census list:

- name
- date of birth. Note that 51:7 does not permit the alternative of including date of birth or age. (see 1980:269)
- occupation

- nationality, if not a citizen of the United States
- residence on January first of the preceding year. Usually this is included only if different from current residence.
- residence on January first of the current year
- if he is a registered voter, the listed person must be designated by an asterisk or other symbol. In some towns, an asterisk is used. In other towns, D, R, and I, U or V are used to designate registered voters.

In some towns, the sex of each person and whether or not a veteran is also included in the street list.

In many towns, only one type of street list is prepared for distribution and it does not contain the residence on the preceding January first for any residents.

In some towns, date of birth or age is not included in the street list prepared for distribution to the public. Elderly residents, particularly those living alone, have frequently been robbed or attacked and omitting date of birth from the street list has decreased this problem. Compliance with 51:7 will be achieved if a copy of the full census list containing this information is available for public officers and for the chairmen of the two political party town committees provided it is arranged in order by streets. (see VII. F. DISTRIBUTING THE STREET LIST on page 189)

NOTE: If you have collected information, in addition to that required by 51:4, at the request of the school department, such information should not appear on the street list regardless of the procedures used to prepare it. In addition, persons in mental, public health or correctional institutions should generally not appear on the street list unless they are registered voters or are employees living on the grounds. (see CENSUS, IV. ANNUAL TOWN CENSUS, N. PUBLIC RECORDS on page 80)

B. WHEN PREPARED

If one street list is prepared combining the provisions of 51:6 and 51:7, it must be prepared on or before April 15th of each year and must be available for distribution on or before June 15th of each year, unless the town's special law provides a different schedule. [51:6]

If a separate list is prepared under 51:6 the schedule above applies. 51:7 does not specify a schedule for preparing and distributing the list. However, the words in 51:7 *On the lists prepared under section 6 for delivery to public officers...* imply that the 51:7 list should be prepared and distributed at or about the same time.

C. FORMAT

The copies of the street list available for distribution under 51:6 must be printed, typed or mimeographed. [51:6] A computer printout may be considered a form of printing. In many towns, the street list is a commercially printed pamphlet having a heavy paper cover which is sometimes printed by a business or industry as a public service.

The street list may be distributed in looseleaf form or as a number of pages stapled together. The arrangement of names on the street list is specified in both 51:6 and in 51:7.

In towns having 5,000 inhabitants or under according to the latest national or state census, a 51:6 street list may be arranged by streets or alphabetically by the names of the persons listed. In towns with more than 5,000 inhabitants according to the latest national or state census, the street list must be arranged by the smallest subdivision of the town for the purpose of voting (precincts).

Regardless of the size of the town, a 51:7 street list must be arranged by streets. The residential buildings must be listed in their order on the street where they are located and the residents' names listed opposite to or under each house number or building description where they live. In many towns, the residents' names are arranged by house number under each street and alphabetically by name under each house number when there is more than one person at the same address.

In many towns, one street list is prepared containing two sections, one arranged by streets and divided by precincts, if applicable, and the other section is arranged alphabetically by residents' names. The alphabetical section of the street list may be used as the annual register, provided it contains the party enrollment of voters using initials, D, R, and I, U or V as applicable. (see II. ANNUAL REGISTER on page 151) Note that the numbered residents list required by 234A:10,11 must be arranged alphabetically by residents' names and the alphabetical section of the street list may be used for this purpose provided it contains all the required information. (see V. JUROR LISTS on page 179)

The information may be arranged in two columns on each page.

D. PROCEDURES

The procedures for preparing the street list will depend primarily upon whether or not data processing is used.

1. Towns Without Data Processing

If you use new census forms each year, the forms themselves may be used as reference in preparing the street list, provided they contain voter status either as an asterisk or as an initial to designate the party enrollment.

You may save time if the forms for persons 17 years old and older are separated from others. However, the forms will need to be re-filed with others after the street list and other required lists have been completed. If the forms are not separated, the date of birth on each must be checked so that children under 17 are not entered on the list, unless all residents are regularly included.

If you prepare both a section arranged by streets and a section arranged alphabetically by name, either section may be prepared first depending upon how the forms are arranged at the time. Then the forms may be rearranged to prepare the other section of the list.

NOTE: In some towns, a card is prepared when census forms are processed containing the information on each form. The census forms are arranged by streets and used to prepare the section arranged by streets. The cards are arranged alphabetically by name and used to prepare the alphabetical section.

Obtain the information to appear in the street list from each form in order and enter it on a sheet of paper. Column headings may be typed at the top of each page and each item of information entered under the appropriate heading. Some time may be saved if you type the headings on one sheet and then copy the number of pages needed.

In some towns, 8 1/2" X 11" paper is used. Other towns use larger paper which is then reduced by the printer so that the completed street list will have as few pages as possible. If there is room on the page, information may be entered in two columns.

If you have the street list typeset instead of photo offset, the original pages provided to the printer may be handwritten but care should be taken to be certain all information is legible. If photo offset is used, the pages provided to the printer must be typewritten.

If you use multi-year census forms, the procedure for preparing the street list may be similar to that outlined above.

If you use family group census forms, procedures are also similar except you will have to check each person's date of birth and omit the persons entered on the forms who are under 17 years old, unless all residents are regularly included.

2. Towns With Data Processing

In towns with data processing, the street list is prepared by computer from the main census data file. The program used will cause the names and other information to be printed only for persons of the designated ages. If you include the previous address in the street list, the information may have to be printed in one column on each page of the printout, but it can be set up by the printer in two columns for the street list pamphlet.

The computer can also prepare and print the alphabetical by name section of the street list which usually contains only the voter status, name, precinct, if any, and street address for each person. Usually the computer prints the alphabetical section in two columns on each page.

You may request that the printouts be made on plain white paper instead of the usual computer paper so that the text is camera-ready. If you are planning to have the street list printed by photo offset, be certain that the service bureau or other person doing the work knows that the printing should be dark. If type on the computer printout is too light, the print in the completed street list will not be clear.

3. Proofread

In most towns without data processing, the street list is proofread against the reference used to prepare it by having one person read the information from the reference while another checks the information entered on the list.

If data processing is used, the new census list printout is usually checked for errors and corrections are made in the main census data file before the street list printout is prepared. If the information on the new census list is correct, the street list printout will also be correct

E. COPIES OF THE STREET LIST

1. How Prepared

a. photocopying

In some towns, the typed original street list is photocopied either on office equipment or commercially. Whether or not this method is economical, will depend upon the number of pages and the number of copies usually needed during the year. (see VII. E. 2. Number Required on page 189)

b. printing

In many towns, the street list is commercially printed either typeset or photo offset. The photo offset process is usually less expensive.

If you are having the street list commercially printed, it is suggested that you contact the printer at least a month or two before you need the finished pamphlets, and discuss the details of what is needed. If the printer has printed previous street lists, be certain to let him know when the text will be available and when you need the printed street lists.

In either case, provide the printer with a copy of last year's street list, unless you are planning to change the format. Enter the information needed to update the list in red directly on the cover and/or title page and note any other changes you wish to have made. It is suggested that you keep a copy of the changes you have requested as a reference to be certain they have been made correctly.

If you expect printing costs to exceed $2,000, or $4,000 if your town has accepted 40:4G, you must follow the public bid requirements and will need to allow time for advertising, etc. [40:4B] (see ELECTION FACILITIES AND EQUIPMENT, III. EQUIPMENT in Volume 3 of this series for information on public bidding requirements)

NOTE: Some data processing service bureaus will provide the printed copies of the street list pamphlet as well as prepare the necessary computer printout(s).

c. computer printout

In towns with data processing, the necessary copies of the street list as well as the original may be computer printouts.

These may be obtained by having the service bureau or the town clerk's/registrars' computer print more than one copy at a time. In that case, however, the copies may have to be separated by removing the carbon paper and the pages separated, either by the service bureau or by office personnel. This process takes considerable time.

Street list printouts may be obtained one at a time as needed.

2. Number Required (see VII. F. DISTRIBUTING THE STREET LIST below)

The number of copies required varies among towns depending upon the number of requests received. The number needed will probably vary from year to year depending upon the number of elections to be held during the year. To estimate the number, check the records of the previous year, the number of copies obtained and the number of copies left over at the time the new list is about to be prepared. If the previous year had no state primaries or elections, check the most recent previous state election year.

If copies are commercially printed, you will save money if all copies are printed at the same time.

If the lists are photocopied in the office, a supply may be prepared when the list is first completed. Additional copies may be prepared at intervals during the year when there are only two or three copies left from the previous supply. This procedure will allow you to prepare the number needed each year and you will not have a large number left over. However, in many towns the street list contains too many pages to make this procedure practical.

The same procedure may be used if you obtain computer printouts as needed.

F. DISTRIBUTING THE STREET LIST [51:6,7]

Requirements for distributing the street list appear in both 51:6 and 51:7 and are different in each section.

1. Required By 51:6

The list prepared under 51:6, required to contain only the name and address of residents 17 years old and older, must be distributed as follows:

a. free of charge

A copy of the 51:6 street list must be furnished upon request to all duly organized political committees, such as the Democratic and Republican state and town committees. (see 50:1, definition of *political committee*)

It must also be furnished upon request to all political candidates of the various districts in which the town is located including all candidates for federal, state, county and town office.

No fee may be charged to the state and town political party committees or to candidates.

In most towns, one free copy of the street list is provided and a record is kept of the political party committees and candidates who have received it. A fee may be charged for additional copies, usually the cost of printing or preparing a copy. The fee should be determined by the registrars.

A candidate's political committee or a ballot question committee is not entitled to a free copy of the street list under 51:6. However, The Elections Division recommends that all political committees be given one free copy upon request and in many towns, this is the usual practice.

b. for a fee

A copy of the 51:6 street list must be furnished upon request to all business organizations and to nonpolitical committees and organizations. Whenever a copy of the street list is furnished to an organization or committee, the person obtaining it must enter his name and address in a log. It is suggested that he also enter the organization or committee he represents. The log may consist of pages in a loose leaf notebook or a card. In some towns the log is kept on the counter where street lists are given out and contains space for the following information: date, name, signature, address, organization/committee.

NOTE: In some towns, each person who obtains a copy of the street list, including those who receive a free copy, signs the log.

In addition, since the street list is a public record, it should be furnished to any individual who requests it and pays the appropriate fee. The amount of the fee should be determined by vote of the registrars at a duly called meeting and recorded in the minutes of the meeting. Fees vary considerably among towns, ranging from about $5.00 to $30.00 or more, but should be based upon the cost of preparing and printing the street list.

In estimating the cost per copy, clerical time spent in preparing the original street list, photocopying time and expense, printing costs, and in towns having data processing, the cost of the computer printout may be included. If the list is to be mailed, postage costs may be added. (see Public Records Access Regulations, 950 CMR 32.06(3))

NOTE: The Public Records Access Regulations encourage records custodians to waive fees where disclosure would benefit the public interest. (Regs. 32.06(5)) In some towns, the registrars waive the fee for charitable, educational or youth organizations, such as church groups, medical fund drive organizations, service clubs, scouts, 4-H, Little League, etc.

2. Required By 51:7

The list prepared under 51:7, required to contain all the information to be collected under 51:4 and the voter status for each resident 17 years old and older, must be distributed as follows:

NOTE: In towns which prepare one type of street list not containing all the information required by 51:7, a copy of the printed street list is provided to public officers. If requested, additional information such as date of birth or address on previous January first, is also provided.

a. to public officers

When the responsibility for preparing the street list under 51:7 was transferred from the assessors to the registrars in 1938, the registrars were required to provide a copy of the list to *the assessors or other public officers.* The assessors needed a copy of the list in connection with assessing the poll taxes. The poll tax was abolished in 1963 [1963:160], but the wording of 51:7 was not amended to delete *the assessors or other* until 1969. [1969:205]

At the present time, a copy of the 51:7 street list is to be provided to public officers. The law does not limit distribution to public officers of the town and the 51:7 street list should be furnished to any public officer upon request. Many of the town officials regularly request a copy of the street list each year.

In most towns, a copy of the street list is provided free of charge, upon request, to elected and appointed officers and to departments of any governmental agency, federal, state, county and local. However, 51:7 does not specifically state that it must be provided free of charge.

b. town committees

A copy of the street list, prepared under 51:7, must be made available to the chairman of each political party town committee. If the street list information is compiled on computer tapes, a copy of the tape or a set of mailing labels must be made available to the chairman of each town committee at a reasonable price to be determined by the state secretary. (see 1985:478)

The fees are specified in the Public Records Access Regulations, 950 CMR 32.06(6), as follows:

- for copies of computer tapes: no more than one cent per label, provided that a minimum fee of no more than $90.00 may be assessed. In addition, no fee assessed shall exceed $750.00. [Regs. 32.06(6)(a)]

- for sets of mailing labels: no more than two cents per name, provided that a minimum fee of no more than $50.00 may be assessed. [Regs. 32.06(6)(b)]

G. CORRECTING THE STREET LIST [51:8]

If a resident of the town, who is required to be listed under 51:4, were not listed, he may establish his right to be listed by presenting to the registrars before the close of registration a sworn statement that he was a resident on January first.

The procedures to be used are the same at outlined under I. D. CORRECTING THE NEW CENSUS LIST on page 149, except that the person's name, address and other information should be added to the copy of the street list kept on file in the office.

VIII. VOTING LIST (see sample voting lists on pages 227-231)

The statutory function of the annual town census with respect to elections is to provide a method for determining which voters are no longer residents of the town and whose names should be removed from the voting list each year. Removing names from the voting list based upon the annual census report is sometimes called *purging the voting list*.

The new annual register, required to be prepared each year under 51:37, has a direct relationship to the voting list. In fact, if the voting list is arranged alphabetically by voters' names, a copy of that list may be the annual register. (see II. ANNUAL REGISTER on page 151)

Unlike the annual register, however, the voting list must be a printed or typed list. It may not be a card or computer data file since copies must be available for posting and distribution. The voting list must also be used at the polls on election day and marked to show which voters have voted.

A. NEW VOTING LIST [51:55; 54:67A]

In all towns, a new voting list is required to be prepared and printed in each even numbered year. This list is called the *first voting list* in 51:55.

1. Information to be Included [51:55]

The new voting list must contain the following:

- the names of all voters entered on the annual register, and no others
- the residence of each voter on January first preceding, or at the time he became an inhabitant (registered voter), if after January first
- each voter's party enrollment.

Since the first voting list is prepared after June first, a voter who has changed his name according to the current annual census report should be listed in his new name unless he wishes to retain his former name. Likewise, a voter who has moved according to the current annual census report, should be listed at his new address. (see VIII. A. 2. When Prepared below)

While not required by the General Laws, it is suggested that each new voting list be dated as of the last date on which any included voter was registered. The date should appear in a prominent place, at least at the top of the first page or on the cover, if one is used. Having the date appear on each page is helpful. Including the date will usually avoid confusion as to what voters are listed. Candidates and their workers will be likely to ask for this information.

EXAMPLE: The date appearing on the *first voting list* printed in 1988 would be June 1, 1988, or a later date in June if voters who registered after June 1st are included.

2. When Prepared [51:55]

The new voting list must be prepared in time to have it printed and available for public distribution not later than the first day of July in state election years.

In most towns, the first voting list contains the names of all voters who have registered by June first, since changes of name and address are based upon the June first date. (see 51:2,3 and II. ANNUAL REGISTER on page 151) In addition, about a month is usually required to get the voting list finalized and printed. However, in towns with data processing, the first voting list sometimes includes the names of voters who registered after June first since less time is usually required to prepare a list for printing.

In towns having an election after July first, in any year, a new voting list must be prepared the same as the new voting list in state election years. 51:55 permits the previous year's voting list, revised by crossing out or removing names of voters found not qualified and by adding the names of new voters, to be used only in primaries and elections held before July first in any year.

NOTE: A dropped voter notice must have been mailed to voters whose names are being omitted from the new voting list, before the new voting list can be prepared, unless the voter is omitted because he died or registered elsewhere. (see II. ANNUAL REGISTER, F. NOTICE TO DROPPED VOTERS on page 159)

3. Format [51:55; 54:67A]

In towns having 5,000 or more inhabitants, the voting list must be arranged by streets and the streets listed in alphabetical order. The names under each street must be arranged in numerical order by street number of the residence, so far as possible. In towns having less than 5,000 inhabitants, the voting list may be arranged either by streets or in alphabetical order by voters' names. [51:55]

If the town is divided into precincts, the voting list must be prepared by precinct. [51:55]

The registrars shall not enter the names of women in separate columns or on separate lists.
[51:55]

If more than one ballot box is to be used at a polling place, the voting list for that polling place must be divided into as many sections as there are ballot boxes. [54:67A]

In some towns, the voting list is typed or printed on 8 1/2" X 11" paper with two columns on each page, each column containing the voters' names, addresses and party enrollment. In other towns, voting lists are printed on larger sheets having several columns and when possible, all the voters of a precinct or polling place listed on one sheet. The voting list for the entire town may consist of several large sheets. In towns with data processing, the voting list is sometimes a computer printout or a list printed commercially from a computer printout.

4. Procedures

The procedures used in preparing a new voting list vary among towns and will depend upon whether or not the town has data processing.

a. towns without data processing

Under 51:55, the reference to be used in preparing the new voting list is the annual register. However, this reference may or may not be used directly depending upon how your voting list must be arranged.

(1) voting list alphabetical by voters' names

If the voting list is arranged alphabetically by voters' names, you may prepare the new voting list and the annual register at the same time.

If the annual register is a file, such as the census forms or affidavits of registration, arranged alphabetically by voters' names, the new voting list may be typed directly from the forms or affidavits. Note that the forms or affidavits in the file must contain the voters' current party enrollment. If the file is used, be certain that the cards or forms of new voters have been placed in the file before the new voting list is started.

NOTE: If there is no affidavit of registration on file for a voter who registered before June 1, 1974, the date 1973:1137 became effective, you will not be able to use the affidavit file as the annual register or as the reference for preparing the new voting list.

If the annual register is a list, it does not matter if a name has been crossed out or if a new voter's name has been added somewhat out of order as long as it is easy to find the name. The annual register is used primarily for office reference. However, to prepare the new voting list for printing, you will need to write or type a clean copy since the new voting list should not contain crossed out names and all the names entered should appear in the correct order.

If the voting list is to be typeset, it may be given to the printer in hand printed or written form as long as it is legible. However, if it is to be photo offset or duplicated on office copying equipment, it must be typed since 51:55 requires that all first voting lists shall be printed.

(2) voting list arranged by streets

If the voting list is arranged by streets, you will not be able to prepare a new voting list directly from the annual register.

The new voting list may be prepared directly from the file of affidavits of registration if it contains an affidavit or voter registration card for all current voters including those who registered before June 1, 1974, it is arranged by streets, divided by precincts, if applicable, and the current party enrollment is entered on the affidavit or voter registration card. However, be certain that the cards of new voters have been placed in the file.

If the census forms contain voter status including party enrollment and are arranged by streets, the new voting list may be started using those cards as reference. New voters will have to be added to the list before it is finalized.

Or, if the current party enrollment has not been entered on the affidavits of registration or the census forms, the most recent printed voting list may be updated by crossing out names of voters no longer eligible to vote, by adding new voters and by correcting party enrollment.

In some towns, the updated printed voting list and the supplementary list(s) are cut and pasted onto sheets of paper so that the names of voters may be arranged in the correct order. Then the new voting list is typed using the pastedup list as reference.

b. towns with data processing

In towns with data processing, the information required for the new voting list will have been entered into the main census data file.

At the time the census information is processed, the voters who have moved will be deleted and other appropriate changes will be made. New voters who register in time to be included on the first voting list should be added to the main census data file.

All changes and additions should be sent to the service bureau or entered into the main census data file of the town clerk's/registrars' computer, in time to obtain a new voting list computer printout and have copies made by July first. In many towns, names are added and other changes made through about the middle of June. However, if the voting list is to be commercially printed, the cut off date for additions and changes may be earlier.

5. Proofread

Unless the voting list is prepared by computer directly from the main census data file and you have proofread the new census list and voter information added since the new census list was prepared, it is recommended that the voting list be proofread by having one person read the names, addresses and party enrollment aloud from the reference used and another person check the new voting list. It is essential that the voting list be correct.

If the active affidavit of registration file contains a card for all current voters, including those who registered before June 1, 1974 (see 1973:1137), and the history of each voter's party enrollment has been entered on the cards, a copy of the voting list may be proofread against the affidavits of registration.

In some towns using data processing, the voting list is proofread against the affidavit of registration card file before every state primary to ensure that an error in party enrollment has not been carried forward from one voting list to another and that a voter has not been omitted from the list in error.

6. Number Required [51:55,57,60,62; 54:53] (see VIII. A. 7. Distributing the Voting List on page 197)

The General Laws do not state a specific number of new voting lists required to be printed. The number of copies needed will vary from year to year depending upon the number of elections to be held and how often you reprint the voting list during the year.

The number of copies needed between July first and the next reprint may be calculated by estimating the following:

- the number of candidates running in all primaries and elections who are expected to request your town's voting list

- the number of elections/town meetings to be held at which voting lists will be needed. Note that if your town votes by paper ballot, punch card or optical scanner ballot, two copies of the voting list will be needed at each election. [51:60] If your town has open town meetings and a check list is required, you will need one or more copies for each town meeting.

- the number usually requested by the two political state and town committees, including those required for caucuses [51:55,62]

- the number needed by persons circulating petitions

- the number needed to comply with posting requirements [51:57] (see VIII. A. 8. Posting on page 198)

- one copy for transmittal to the state secretary [54:53] (see VIII. A. 7. c. transmittal to state secretary on page 198)

- the number needed for office use in processing nomination papers and petitions

If voting lists are to be printed commercially, it is suggested that you obtain more copies than the estimated number. It will be less expensive to print all copies at the same time and 75 copies cost little more than 50 copies, for example. However, if you run out of copies after a few months, it will usually cost almost as much to have 25 additional copies printed as it cost for the original 50.

If you prepare copies using office copying equipment or by computer, a few copies may be made at a time and kept on hand. When all but one or two copies have been distributed, additional copies may be made. In this way, you will not have a large number of outdated copies left over when the voting list is reprinted.

7. Distributing the Voting list [51:55, 54:53]

   a. free of charge [51:55]

   51:55 requires that a copy of the voting list be furnished free of charge, upon request, to all duly organized political committees, such as the Democratic and Republican state and town committees, and to all political candidates for public office in the various districts in which the city or town is located including federal, state, county and local.

   In most towns, one free copy of the new voting list is provided as required by 51:55. A record is kept of the state and town committees and the candidates who have received it. A fee is charged for additional copies.

   Note that 51:55 does not require that candidates' political committees or ballot question committees be given a free copy of the voting list. However, the Elections Division recommends that all political committees be provided one free copy upon request and in many towns, this is the usual practice.

   b. for a fee [51:55]

   Copies of the voting list must be available, at a reasonable fee not to exceed the cost of printing such list, to any person upon request.

   If the voting list is commercially printed or copied, the bill for printing or copying should be used to calculate the maximum fee per copy. If the voting list is duplicated using office copying equipment, the fee may not exceed 20 cents per page plus labor. The labor must be prorated for the actual time spent and based upon the hourly rate of the lowest paid employee capable of making the copy. If a computer printout of the voting list is provided, the fee may not exceed 50 cents per page. (see Public Records Access Regulations, 950 CMR 32.06, as revised 2/89)

c. transmittal to the state secretary [54:53]

A mailing list of the voters whose names appear on the first voting list prepared under 51:55 must be transmitted to the state secretary at least 90 days before the biennial state election. To comply with 54:53, a copy of the first voting list should be transmitted. (see PREPARING ELECTION MATERIALS, V. VOTING LISTS in Volume 3 of this series for details)

8. Posting [51:57] (see also PREPARING ELECTION MATERIALS, V. VOTING LISTS in Volume 3 of this series)

The first voting list must be posted at least 60 days prior to the biennial state elections in the registrars' principal office and in one or more public places in the town. If the town is divided into precincts, it must be posted in each precinct.

51:57 also requires that the voting list prepared as provided for in 51:55, the first voting list, be posted at least 20 days before the annual town election in the same places. However, it is not usually possible to post the first voting list at that time and copies of the most recent printed voting list, updated in so far as possible, should be posted.

B. MASTER VOTING LIST

While not required by the General Laws, one copy of the most recent printed voting list is maintained in the office as a master list in many towns. All changes are entered directly on this list and may be color coded by type of change. For example, voters registered elsewhere are crossed out in red, deceased voters are crossed out in green, party enrollment changes are entered in blue, etc.

Starting in July of each even numbered year, the master voting list is the first voting list. This list is kept up to date and is used for reference to prepare the lists to be used in elections until the voting list is reprinted. In some towns, a copy of the master voting list is provided for district elections and for caucuses held at various times during the year.

C. UPDATING FOR USE AT ELECTIONS AND CAUCUSES [41:5; 51:55,60,62; 53:37]

Before every election and meeting in a town at which voting lists are required to be used, the registrars shall prepare such lists for and transmit them to the election officers in each voting precinct, polling place, or town in which the election is being held. [41:5; 51:60]

The registrars must also furnish a certified copy of the updated voting list for use in a caucus at the request of the chairman of the town committee or of the person designated to call the caucus to order. If the list is to be used for a caucus of a political party, the party enrollment of voters on the list must be up to date. [51:62]

The voting list must contain the names of all voters qualified to vote in the primary or election, their residence and party enrollment [51:55,60; 53:37] and must be up to date as of the close of registration for the primary or election at which it is to be used.

See PREPARING ELECTION MATERIALS, V. VOTING LIST in Volume 3 of this series for details of procedures for updating a voting list.

IX. OPTIONAL LISTS

A number of lists not required by the General Laws are prepared in some towns. Usually the optional lists are prepared in towns having data processing since they are easily obtained by computer from the main census data file. Some of these lists are as follows:

A. RESIDENTS BY YEAR OF BIRTH OR AGE (see sample lists on page 145)

In some towns, a list of the number of residents by year of birth or age is prepared. This list may be divided by male and female residents. It is used primarily in calculating the proportion of the census costs to be included in the school department budget but, if all residents are included in the census, it may also be used to calculate the median or average age of town residents or for other statistical purposes.

In some towns, the name and address of each resident is listed in each age category although such a list is not usually prepared for all residents.

B. SENIOR CITIZENS (see sample list on page 232)

A list of the name, address and age of all residents 60 years old or older may be prepared at the request of the council on aging.

C. VETERANS

In towns which obtain the information during the census on whether or not a resident is a veteran, a list of the names and address of veterans may be prepared for the use of the veterans' agent.

D. POSSIBLE DUPLICATE LIST

In some towns, a list of the names in the main census data file which may be duplicates is obtained so that the records may be checked and a duplicate entry for the same person deleted.

E. DELETE LIST

See III. DROPPED VOTER LIST on page 174.

F. OTHER LISTS

Other lists may be prepared by computer such as the following:

- the names and addresses of residents by occupation
- the names and addresses of deceased residents by cause of death

- names, addresses and other census information for each person 17 years of age and under. Such a list may be requested by the school department in addition to the school list required by 51:4.

- statistical school lists, such as the number of children 3 through 20 by grade in school, sex, and school attending (see sample lists on pages 233 and 234)

X. PUBLIC RECORDS [51:4,37,40] (also see FILING AND RECORDING, FILING, RECORDING, INDEXING in Volume 2 of this series, 4:7(26); 66:10 and Public Records Access Regulations 950 CMR 32.00)

The records of the registrars shall at suitable times be open to the public. [51:40] Such records include the lists required to be prepared under various sections of Chapter 51. The lists prepared in some towns which are not required by a section of the General Laws are also public records. Certain required lists are specifically designated as public records in some general law sections as indicated below under the type of list.

A public record must be made available for public examination and a copy provided, free if so specified in a section of the General Laws, or upon payment of the appropriate fee. If a record contains confidential information which can be segregated, the remaining information must be available for examination and copying. [66:10 and Public Records Access Regulations]

A. NEW CENSUS LIST

The new census list is a public record. However, if you collect additional information during the census for the school department which might indicate a person has special needs or is receiving special education, that part of the new census list is not public.

If the new census list is prepared by hand or typewritten, omit the school name or code indicating special needs. If the new census list is prepared by data processing, the program may be adjusted so that the school name or code does not appear on the computer printout. Or, it can be printed in the last column at the right and cut off of the copy available for public inspection.

If the census forms themselves are considered the new census list, forms containing information indicating special needs should not be inspected by the public. However, the remaining information on a form is public and should be provided upon request. In any event, it is suggested that you not permit the public to go through the file. It is too easy to have forms removed, marked or moved out of order. You or an office employee should search the file to find the form requested.

If the main census data file is considered the new census list, the school information should be omitted from any copy of the disk or tape provided to the public under 51:6 or public officers under 51:7, except the school committee or department. The school committee or department should be provided with all the information collected for persons 3 through 21 years of age.

B. ANNUAL REGISTER

Regardless of the form in which you keep the annual register, it is a public record and open to public inspection. A copy should be provided upon request and payment of the appropriate fee.

However, if the annual register is the original or duplicate affidavit of registration card file or the file of census forms, it is suggested that you not permit the public to go through the file. It is too easy to have cards or forms removed, marked or moved out of order. You or an office employee should search the file to find the affidavit or form requested.

If a copy of the annual register is requested, explain that it is a form or card file. In many towns, the fee for providing a copy of the entire file would be rather large. If the total cost is estimated to exceed $10.00, Regs. 32.06(2) require that a written good faith estimate of the fees be provided. If the requestor is willing to pay the fee, a copy must be provided. However, a copy of the most recent update voting list may satisfy the requestor's needs.

If the annual register is maintained only as part of the main census data file, a copy should be provided upon request and the payment of a reasonable fee, either as a computer printout or a copy of the tape or disk. Only registered voters, arranged alphabetically by name, should appear on the copy. The rest of the information in the main census data file would not be entered on the copy.

C. DROPPED VOTER LIST [51:37]

51:37 specifically requires that the dropped voter list in the town clerk's/registrars' office be open to public inspection and a copy of the list must be provided upon request and the payment of the appropriate fee. Note that this list must be posted so that it must be prepared in a form permitting copies to be made.

D. DOG LIST

The dog list is a public record under 4:7(26) and 66:10 if not under 51:40. A copy of this list is usually provided to the police department and to the dog officer. In some towns, the dog list is kept only in the town clerk's office. The police department and dog officer are provided with a list of licensed dogs arranged by license tag number and a separate list of unlicensed dogs.

In any event, public inspection of the list must be permitted and a copy provided upon request and payment of the appropriate fee.

E. JUROR LIST [234A:10,15]

234A:10 specifies that the numbered resident list be available for public inspection. 234A:15 specifies that the prospective juror list be available for public inspection.

Under 4:7(26), 66:10 and the Public Records Access Regulations, all lists prepared in connection with the juror selection system are public records, should be available for public inspection and a copy provided upon request and payment of the appropriate fee.

F. SCHOOL LIST [51:4]

51:4 specifies that the list containing the name, address, age or date of birth of each person 3 through 21 years of age shall be open to public inspection at reasonable times.

However, if the list contains additional information requested by the school committee which may indicate children having special needs or attending special needs schools, that part of the list is not a public record. (see CENSUS, IV. ANNUAL TOWN CENSUS, N. PUBLIC RECORDS on page 80 and LISTS, X. A. NEW CENSUS LIST on page 200)

In some towns, a copy of such a school list is not retained in the town clerk's/registrars' office and all requests for inspection or copies of the list are referred to the school department. In other towns, the list is prepared so that the name, address and date of birth appear in the first three columns on the left and parents' names, school names or codes appear in columns to the right. The confidential information can be cut off the copy of the list retained in the town clerk's/registrars' office. In that case, the remainder of the list must be made available for public inspection and a copy provided upon request and payment of the appropriate fee.

G. STREET LIST

The street list, whether prepared under 51:6 or 51:7 or both, is a public record. The public must be permitted to examine the list and obtain a copy. A person may also obtain a copy of only one page of the list if he wishes.

A copy of the street list must be provided free of charge to political party committees and to candidates. Others may be charged for a copy. (see VII. F. DISTRIBUTING THE STREET LIST on page 189)

H. VOTING LIST

All voting lists, including the first voting list, supplementary lists, voting lists reprinted during the year and the lists used in elections, are public records. Also, if prepared and maintained, a master voting list on file in the town clerk's office is also a public record. The public should be permitted to examine any of these voting lists and obtain a copy.

NOTE: The voting list(s) used in elections should remained sealed for 30 days after the election, but may be unsealed for public examination and copying. [54:107,108] (see ELECTION DAY, XIX. PACKING AND SEALING ELECTION MATERIALS and AFTER ELECTION DAY, V. EXAMINING THE CHECKED VOTING LIST in Volume 4 of this series)

I. OPTIONAL LISTS

If optional lists are prepared, these lists are public records. (see IX. OPTIONAL LISTS on page 199)

XI. RETENTION PERIOD [51:41; 54:109; State Retention Schedule #2.38, #2.41, #2.54, #2.58A, #2.58B, #2.68, #2.75]

The registrars shall preserve all documents in their custody relative to listing for two years from the date thereof. [51:41] This section of the General Laws covers all required lists. In addition, some lists are included in the state retention schedule as indicated below under the type of list. Note that permission of the state supervisor of public records is required prior to the disposal of any list included in the schedule unless it is starred, and any list not included in the schedule. Only #2.41 in the list of items shown above in the reference to the state retention schedule is starred.

A. NEW CENSUS LIST

51:41 requires that at least one copy of the new census list whether it is a card file, hand printed or typed list or computer printout be retained for at least two years. It will be needed for frequent reference at least for one year. The new census list is not included in the state retention schedule.

In some towns, two copies of the new census list are prepared each year. One copy is retained in its original form and the other is updated during the year by adding new residents, crossing out residents who have died, registered elsewhere or moved and updating party enrollment.

It is suggested that at least one copy of the new census list be retained permanently in some form, if possible. If storage space is a problem, the hand printed, typed or computer printout lists may be microfilmed periodically. In some towns, microfilming is done every 4 or 5 years. In towns having sufficient space, the paper copy itself is retained and the lists for several years are kept together in a binder.

If data processing is used, the new census list may be retained on a computer disk or tape. A copy of the disk or tape is used to update census information during the year and to prepare the master census list or census-by-mail forms at the end of the year for the next census.

If the new census list is a file of multi-year census forms, the list prepared each year cannot be kept for more than one year since the forms themselves must be used to update the census the following year. However, it is suggested that the forms removed from the file each year be retained in an inactive file for at least four years. A form may need to be returned to the active file if an omitted voter certificate is issued. In addition, these forms sometimes contain notes not entered elsewhere.

If the census forms removed each year are interleaved in the inactive file with forms removed in prior years, it is suggested that each form be stamped prior to filing with the year it was removed from the active file. These forms may also be periodically microfilmed if storage space is a problem.

If new census forms are used each year, all the forms used the previous year are removed from the active file and placed in a container labelled *Census [year]* or some similar words. In some towns, the inactive forms are kept for at least 7 years.

B. ANNUAL REGISTER [state retention schedule #2.38]

The state retention schedule requires that the annual register be kept permanently. All annual registers prepared in bound volumes or as a list on paper, including computer printout, should be retained in accordance with this schedule regardless of when prepared. Such annual registers may be microfilmed periodically and, after microfilming, permission for disposal of the original register may be requested from the state supervisor of public records.

Towns having a computer or terminal in the town clerk's/registrars' office should note that the annual register may not be permanently retained as part of the main census data file on a computer disk or tape. Information stored on the disk or tape has a short life span, is sensitive to humidity and temperature, is easily manipulated and is not considered admissable as evidence in courts of law. A computer printout of the annual register may be obtained for retention.

If the annual register consists of the original or duplicate affidavit of registration card file or census form file an annual register for each year cannot be kept permanently unless all the cards or forms are microfilmed at the end of each year. Unless you can microfilm in house, this would be impractical. NOTE: An annual register prepared in 1870 or earlier must be permanently kept, whether or not microfilmed. (see 66:8) A copy of the first voting list prepared under 51:55 may be permanently retained in place of the annual register.

In any case, if one is prepared and it includes the voters' party enrollment, a copy of the alphabetical-by-name section of the street list may be considered the annual register to satisfy the retention requirements since at lease one mint copy of the street list must be kept permanently. (see XI. G. STREET LIST on page 205)

C. DROPPED VOTER LIST [51:41]

The dropped voter list is not included in the state retention schedule. However, under 51:41, it should be kept for at least two years after the date it was prepared.

It is recommended that the dropped voter list be kept for at least 4 years since it may be used as a reference in determining a person's right to vote at future elections. The regulations related to omitted voters require that all available records for at least the previous three years be searched. The dropped voter list is one of those records. (see Regs. 950 CMR 52.03(5), 53.03(5), 54.04(6) and ELECTION DAY, V. OMITTED VOTERS in Volume 4 of this series)

In some towns, the dropped voter list is kept longer than 4 years. It may be microfilmed periodically and kept permanently in that form.

Permission of the supervisor of public records is required prior to disposal of a dropped voter list.

D. DOG LIST [state retention schedule #2.54, #2.75]

The dog list is included in the state retention schedule and it must be kept for one year. [state retention schedule #2.54] However, if the dog list is also used as the record of dog licenses, it must be kept for two years or until after litigation, if any, has been finally settled. [state retention schedule #2.75]

E. JUROR LISTS [state retention schedule #2.58A, #2.58B]

At least one copy of the prospective juror list must be retained in the town clerk's office for at least 7 years. [state retention schedule #2.58B] A copy of all other lists prepared in connection with the juror selection system must be kept until the end of the calendar year following the year in which the lists were prepared. [state retention schedule #2.58A]

F. SCHOOL LIST

The school list is not included in the state retention schedule. If a copy of the school list is retained in the registrars' office, it should be kept for at least two years under 51:41.

If neither a copy of the school list nor the census information on residents under 17 years old is retained in the registrars' office, either in the new census list or in the street list, the school department must retain the school list or school census cards/forms for two years to satisfy the retention requirements of 51:41.

G. STREET LIST [51:41; state retention schedule #2.68]

51:41 requires that the registrars preserve all documents in their custody relative to listing for two years after the dates thereof. However, the state retention schedule #2.68 requires that one mint copy of the street list be kept permanently.

In some towns, street lists are bound periodically, placing the lists for several years in a volume. In other towns, two sets are bound, one is kept in the office for reference and the other set is kept in the vault.

Street lists may be microfilmed periodically. However, in this case, one printed copy is usually retained permanently as well.

H. VOTING [51:41; 54:109; state retention schedule #2.41]

Usually a copy of the first voting list is used at the state primary following its preparation and this check list is preserved for two years. [54:109; state retention schedule #2.41] Note that this item is starred in the state retention schedule so that permission of the state supervisor of public records is not required prior to disposal after the retention period has expired.

However, it is suggested that a copy of the voting lists used in each election or primary be kept for 4 years since they may be used as a reference in determining a person's right to vote at future elections. The regulations related to omitted voters require that all available records for at least the previous three years be searched. The checked voting list is one of those records. (see Regs. 950 CMR 52.03(5), 53.03(5), 54.04(6) and ELECTION DAY, V. OMITTED VOTERS and VII. ERRORS ON VOTING LIST in Volume 4 of this series)

The checked voting lists may be microfilmed periodically prior to disposal. In some towns, a copy of each first voting list or a copy of each year's master voting list is retained permanently, either a paper copy or on microfilm although this is not required.

NOTE: A copy of the first voting list may be retained permanently in place of an annual register if the affidavit of registration card file or census form file is considered the annual register, or in towns using data processing, if the annual register is maintained only in the main census data file. (see XI. B. ANNUAL REGISTER on page 204)

I. OPTIONAL LISTS

Lists derived from census information but not required by law, such as the list of senior citizens or veterans, statistical lists, etc., are not required by 51:41 to be retained for two years. However, if prepared, such lists are public records and permission from the state supervisor of public records must be obtained prior to disposal.

SAMPLE ANNUAL REGISTER

```
                                           TOWN OF MIDTOWN

05-2-88                                 ALPHA LIST OF VOTERS                                    PAGE 1

--------------------------------------------------------  ---------------------------------------------------------
PTY NAME                    PCT HOUSE APT STREET           PTY NAME                    PCT HOUSE APT STREET
--------------------------------------------------------  ---------------------------------------------------------
D   AARON ALAN H             3   53       STONE ROAD         V   ALBRECHT BRUCE          4   18       TAYLOR ROAD
D   AARON JO                 3   53       STONE ROAD         V   ALBRECHT GEORGE         4   18       TAYLOR ROAD
V   AARONSON BURTON C        3   35       ROBERT FROST ROAD  V   ALBRECHT HOPE           4   18       TAYLOR ROAD
V   AARONSON MAXINE          3   35       ROBERT FROST ROAD  V   ALDEN JAMES E           4   71       BRIDGE ROAD
D   ABBONDANZIO CHERYL       2   32       SEXTON STREET      V   ALEXANDER JOHN          1   250      MAYNARD ROAD
D   ABBONDANZIO ROBERT       2   32       SECTON STREET      R   ALEXANDER MARY B        1   250      MAYNARD ROAD
V   ABBOTT BONNIE K          2   31       SAXONY DRIVE       D   ALEXIS JANE R           2   39       AUSTIN ROAD
V   ABBOTT JOHN D            2   31       SAXONY DRIVE       D   ALEXIS JAMES T          2   39       AUSTIN ROAD
V   ABBOTT MARK              4   43       COLONIAL ROAD      R   ALFORD WILLIAM          4   65       BLUEBERRY LANE
V   ABBOTT MARY LOU          4   43       COLONIAL ROAD      R   ALFORD ZACHARY          4   75       BLUEBERRY LANE
V   ABBOTT STEPHEN B         4   43       COLONIAL ROAD      D   ALLEN MARGARET          4   780      CONCORD ROAD
V   ABRAHAM DONNA LEE        3   50       ROLLING LANE       V   ALLEN ROBERT            4   515      CONCORD ROAD
V   ABRAHAM GERALDINE        3   50       ROLLING LANE       V   ALLEN WILLIAM R         4   515      CONCORD ROAD
V   ABRAHAMSON CHERYL        2   36       GREAT DRIVE        V   ALLENBERG ELLEN T       2   16       BUTLER PLACE
R   ABRAHAMSON EDITH S       4   496      CONCORD ROAD       D   ALLENBERG ROBERT L      2   16       BUTLER PLACE
V   ABRAHAMSON GEORGE        4   496      CONCORD ROAD       R   ALLEY BETTY             4   456      PEAKHAM ROAD
D   ABRAMS KATHERINE S       2   87       MEADOW ROAD        R   ALLEY GEORGE R          4   456      PEAKHAM ROAD
D   ABRAMS PAUL D            2   53       PINE STREET        V   ALLISON DUNSTON         4   146      LANCASTER ROAD
...                                                          V   ALLISON W ROBERT        4   146      LANCASTER ROAD
                                                             ...
```

__Note:__ The annual register may be printed by computer with spaces between names to provide room for additions and changes.

SAMPLE DROPPED VOTER NOTICE

TOWN OF [NAME]

Board of Registrars

Date

[voter's name]
[voter's address]

The [year] Annual Town Census report indicates that you have moved out of [name of town]. This is to notify you that your name will not be entered in the [year] Annual Register and will not appear on the voting list.

If you have not moved, or if you were or are only temporarily out of town, please contact the Town Clerk's office, [tel. no.], as soon as possible. If you wish to have your name included in the voting list to be used at the next election/primary, you must contact the office by [date].

The Board of Registrars will be meeting on [date] at [hour] at the Town Hall. If you wish to discuss your voting status with the Board, you may attend that meeting, or call the office so that a special appointment may be made for you.

your signature
Town Clerk and Clerk to Board of
Registrars

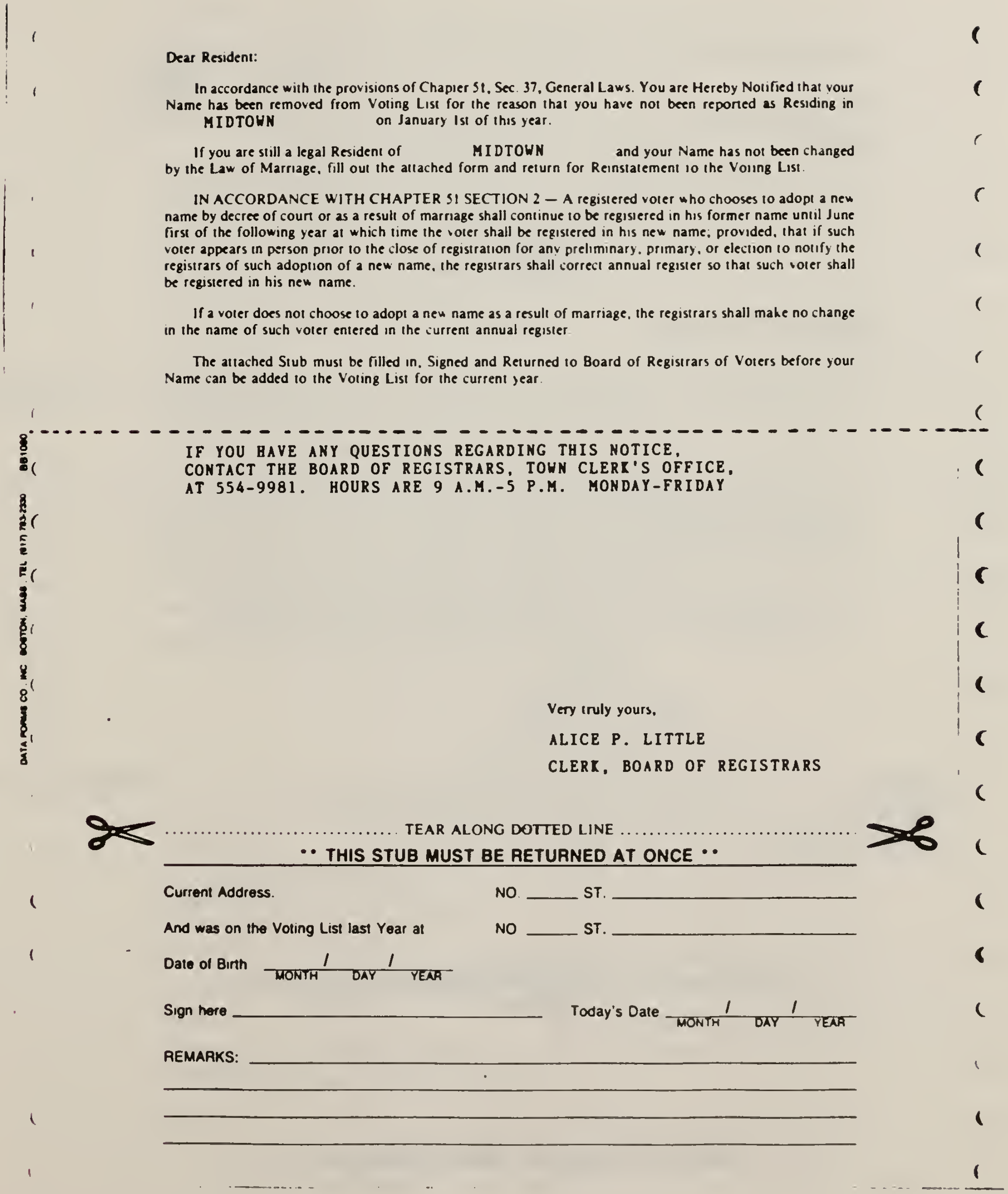
Note: If a return card is used, adjust the notice to inform the voter that he should complete, sign and mail the return card to the town clerk's office.

SAMPLE DROPPED VOTER NOTICE

FOLDED CARD

PREPARED BY COMPUTER

(INSIDE)



Dear Resident:

In accordance with the provisions of Chapter 51, Sec. 37, General Laws. You are Hereby Notified that your Name has been removed from Voting List for the reason that you have not been reported as Residing in MIDTOWN on January 1st of this year.

If you are still a legal Resident of MIDTOWN and your Name has not been changed by the Law of Marriage, fill out the attached form and return for Reinstatement to the Voting List.

IN ACCORDANCE WITH CHAPTER 51 SECTION 2 — A registered voter who chooses to adopt a new name by decree of court or as a result of marriage shall continue to be registered in his former name until June first of the following year at which time the voter shall be registered in his new name; provided, that if such voter appears in person prior to the close of registration for any preliminary, primary, or election to notify the registrars of such adoption of a new name, the registrars shall correct annual register so that such voter shall be registered in his new name.

If a voter does not choose to adopt a new name as a result of marriage, the registrars shall make no change in the name of such voter entered in the current annual register.

The attached Stub must be filled in, Signed and Returned to Board of Registrars of Voters before your Name can be added to the Voting List for the current year.

← FOLD

IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE,
CONTACT THE BOARD OF REGISTRARS, TOWN CLERK'S OFFICE,
AT 554-9981. HOURS ARE 9 A.M.-5 P.M. MONDAY-FRIDAY

Very truly yours,

ALICE P. LITTLE
CLERK, BOARD OF REGISTRARS

DATA FORMS CO., INC BOSTON, MASS TEL (617) 783-2330 881080

✂ TEAR ALONG DOTTED LINE ✂ ← FOLD

**** THIS STUB MUST BE RETURNED AT ONCE ****

Current Address. NO. ______ ST. ______________________

And was on the Voting List last Year at NO ______ ST. ______________________

Date of Birth ____/____/____ (MONTH DAY YEAR)

Sign here ______________________ Today's Date ____/____/____ (MONTH DAY YEAR)

REMARKS: ______________________

SAMPLE DROPPED VOTER NOTICE
FOLDED CARD
PREPARED BY COMPUTER
(REVERSE)

PLACE
STAMP
HERE

JONES JOHN
21 CENTER LANE
MIDTOWN 01001

← RETURN CARD

TOWN CLERK
TOWN HALL
MIDTOWN, MA 01001

REFERENCE CODE 0457116
STREET CODE 1 2CEN50

← FOLD

← FOLD

TOWN CLERK
TOWN HALL
MIDTOWN, MA 01001

JONES JOHN
21 CENTER LANE
MIDTOWN 01001

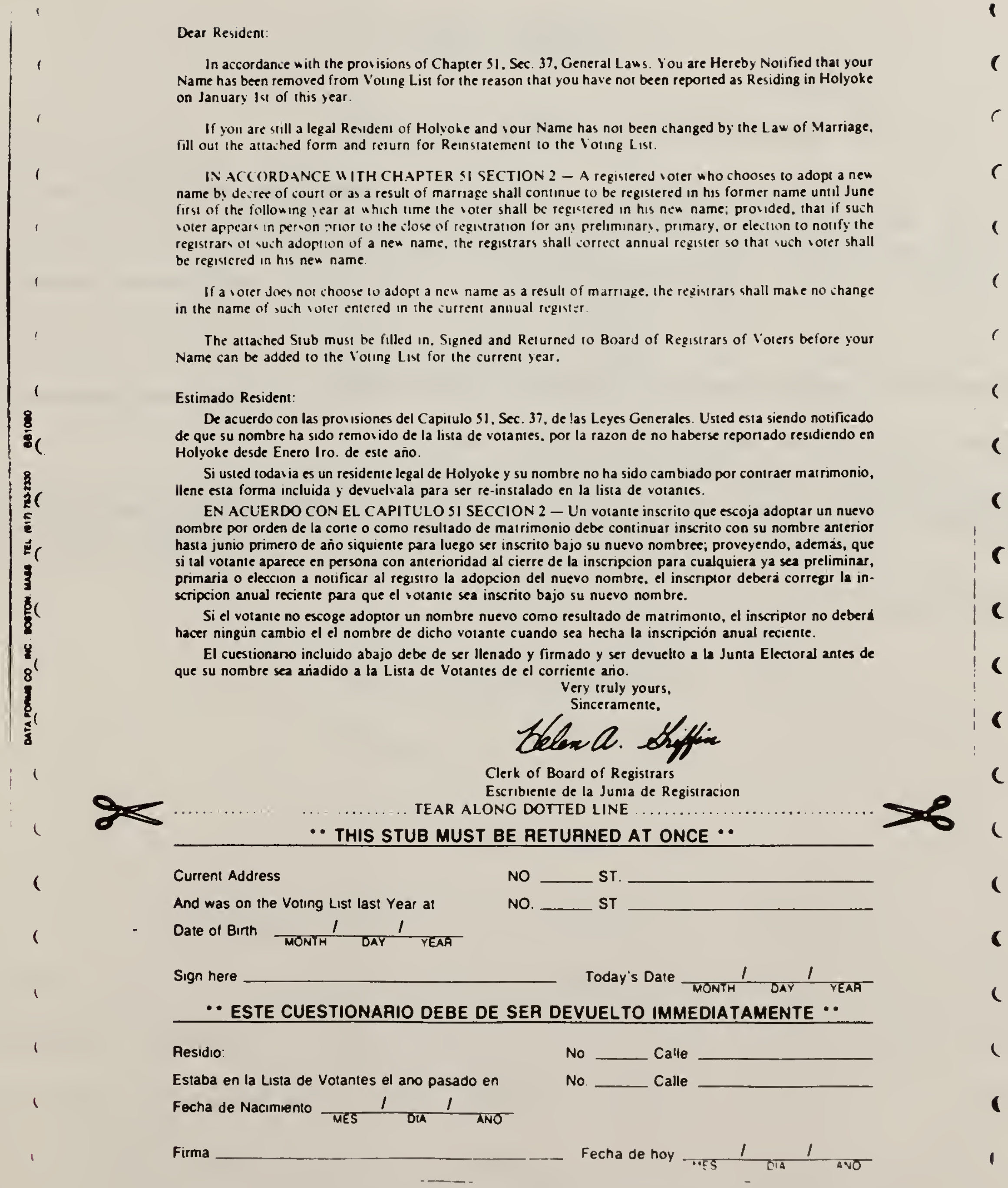
*** * * * NOTICE OF REMOVAL FROM VOTER LIST * * * ***

SAMPLE DROPPED VOTER NOTICE

FOLDED CARD

PREPARED BY COMPUTER

(ENGLISH/SPANISH)



Dear Resident:

In accordance with the provisions of Chapter 51, Sec. 37, General Laws. You are Hereby Notified that your Name has been removed from Voting List for the reason that you have not been reported as Residing in Holyoke on January 1st of this year.

If you are still a legal Resident of Holyoke and your Name has not been changed by the Law of Marriage, fill out the attached form and return for Reinstatement to the Voting List.

IN ACCORDANCE WITH CHAPTER 51 SECTION 2 — A registered voter who chooses to adopt a new name by decree of court or as a result of marriage shall continue to be registered in his former name until June first of the following year at which time the voter shall be registered in his new name; provided, that if such voter appears in person prior to the close of registration for any preliminary, primary, or election to notify the registrars of such adoption of a new name, the registrars shall correct annual register so that such voter shall be registered in his new name.

If a voter does not choose to adopt a new name as a result of marriage, the registrars shall make no change in the name of such voter entered in the current annual register.

The attached Stub must be filled in, Signed and Returned to Board of Registrars of Voters before your Name can be added to the Voting List for the current year.

Estimado Resident:

De acuerdo con las provisiones del Capitulo 51, Sec. 37, de las Leyes Generales. Usted esta siendo notificado de que su nombre ha sido removido de la lista de votantes, por la razon de no haberse reportado residiendo en Holyoke desde Enero 1ro. de este año.

Si usted todavia es un residente legal de Holyoke y su nombre no ha sido cambiado por contraer matrimonio, llene esta forma incluida y devuelvala para ser re-instalado en la lista de votantes.

EN ACUERDO CON EL CAPITULO 51 SECCION 2 — Un votante inscrito que escoja adoptar un nuevo nombre por orden de la corte o como resultado de matrimonio debe continuar inscrito con su nombre anterior hasta junio primero de año siguiente para luego ser inscrito bajo su nuevo nombree; proveyendo, además, que si tal votante aparece en persona con anterioridad al cierre de la inscripcion para cualquiera ya sea preliminar, primaria o eleccion a notificar al registro la adopcion del nuevo nombre, el inscriptor deberá corregir la inscripcion anual reciente para que el votante sea inscrito bajo su nuevo nombre.

Si el votante no escoge adoptor un nombre nuevo como resultado de matrimonio, el inscriptor no deberá hacer ningún cambio el el nombre de dicho votante cuando sea hecha la inscripción anual reciente.

El cuestionario incluido abajo debe de ser llenado y firmado y ser devuelto a la Junta Electoral antes de que su nombre sea añadido a la Lista de Votantes de el corriente año.

Very truly yours,
Sinceramente,

Helen A. Griffin

Clerk of Board of Registrars
Escribiente de la Junta de Registracion

.... TEAR ALONG DOTTED LINE ....

**** THIS STUB MUST BE RETURNED AT ONCE ****

Current Address NO ______ ST. ______________________

And was on the Voting List last Year at NO. ______ ST ______________________

Date of Birth ____/____/____ MONTH DAY YEAR

Sign here ______________________ Today's Date ____/____/____ MONTH DAY YEAR

**** ESTE CUESTIONARIO DEBE DE SER DEVUELTO IMMEDIATAMENTE ****

Residio: No ______ Calle ______________________

Estaba en la Lista de Votantes el ano pasado en No. ______ Calle ______________________

Fecha de Nacimiento ____/____/____ MES DIA AÑO

Firma ______________________ Fecha de hoy ____/____/____ MES DIA AÑO

DATA FORMS CO. INC. BOSTON, MASS. TEL (617) 783-2330 881080

SAMPLE RETURN CARD

(Post Card)

To: Board of Registrars of [name of town]

This is to notify you that I am still a resident of this town and wish to have my name retained on the voting list.

Residence, Jan. 1 [current year]________________________________

Residence, Jan. 1 last year______________________________________

If name has been changed, enter former name______________________

Signed under the penalties of perjury.

______________________________________ date________________
signature

____
print name

SAMPLE DROPPED VOTER NOTICE

(Return included in Notice)

Board of Registrars

Date______________

Voter's name
Voter's address

In accordance with the provisions of Chapter 51, section 37, General Laws, you are hereby notified that your name has been removed from the voting list because the annual town census report indicates that you do not reside in this town.

If you are still a legal resident of this town, complete the attached form and return it to this office for reinstatement to the voting list.

If your name has been changed and you wish to be returned to the voting list to be used at the next election under your new name, you must appear at the office in person to re-sign your affidavit of registration.

BOARD OF REGISTRARS OF [TOWN]

BY:____________________________
Clerk

CUT ALONG DOTTED LINE

....

*****THIS STUB MUST BE RETURNED AT ONCE*****

Name_______________________________ Tel. No.___________________

Resided, January 1, this year at No.____ St.__________________

And was on Voting List last year at No.____ St.__________________

Date of Birth_____________________

Signed under the penalties of perjury.

Signature_____________________________________

Remarks:____
____

SAMPLE DROPPED VOTER LIST

TYPEWRITTEN

TOWN OF MIDTOWN DROPPED VOTER LIST PRECINCT 1

I	Hackett, Harry L.	10 Cherry Drive	R	Hill,David	1 Kimball Road
R	Johnson, Paul A. Jr.	26 Cherry Drive	R	Hill, Alice	1 Kimball Road
D	Jones, Sarah J.	37 Cherry Drive	I	Engel, Carl E.	9 Kimball Road
I	Locke, Jody	42 Cherry Drive	D	Engel, Mary P.	9 Kimball Road
R	Locke, Randy	42 Cherry Drive	...		
I	Marshall, Sam T.	135 Cherry Drive			

...

I	Deal, Lillian M.	4 Flag Street
I	Smith, Dorothy	6 Flag Street
I	Diani, Francis A.	16 Flag Street
I	Diani, Ada M.	16 Flag Street
D	Walker, Paul J.	20 Flag Street

...

……………………………………………

ALTERNATE FORMAT

TOWN OF MIDTOWN DROPPED VOTER LIST PRECINCT 1

CHERRY DRIVE

I	10	Hackett, Harry L.
R	26	Johnson, Paul A. Jr.
D	37	Jones, Sarah J.
I	42	Locke, Jody
R	42	Locke, Randy
I	135	Marshall, Sam T.

...

FLAG STREET

I	4	Deal, Lilliam M.
I	6	Smith, Dorothy
I	16	Diani, Francie A.

...

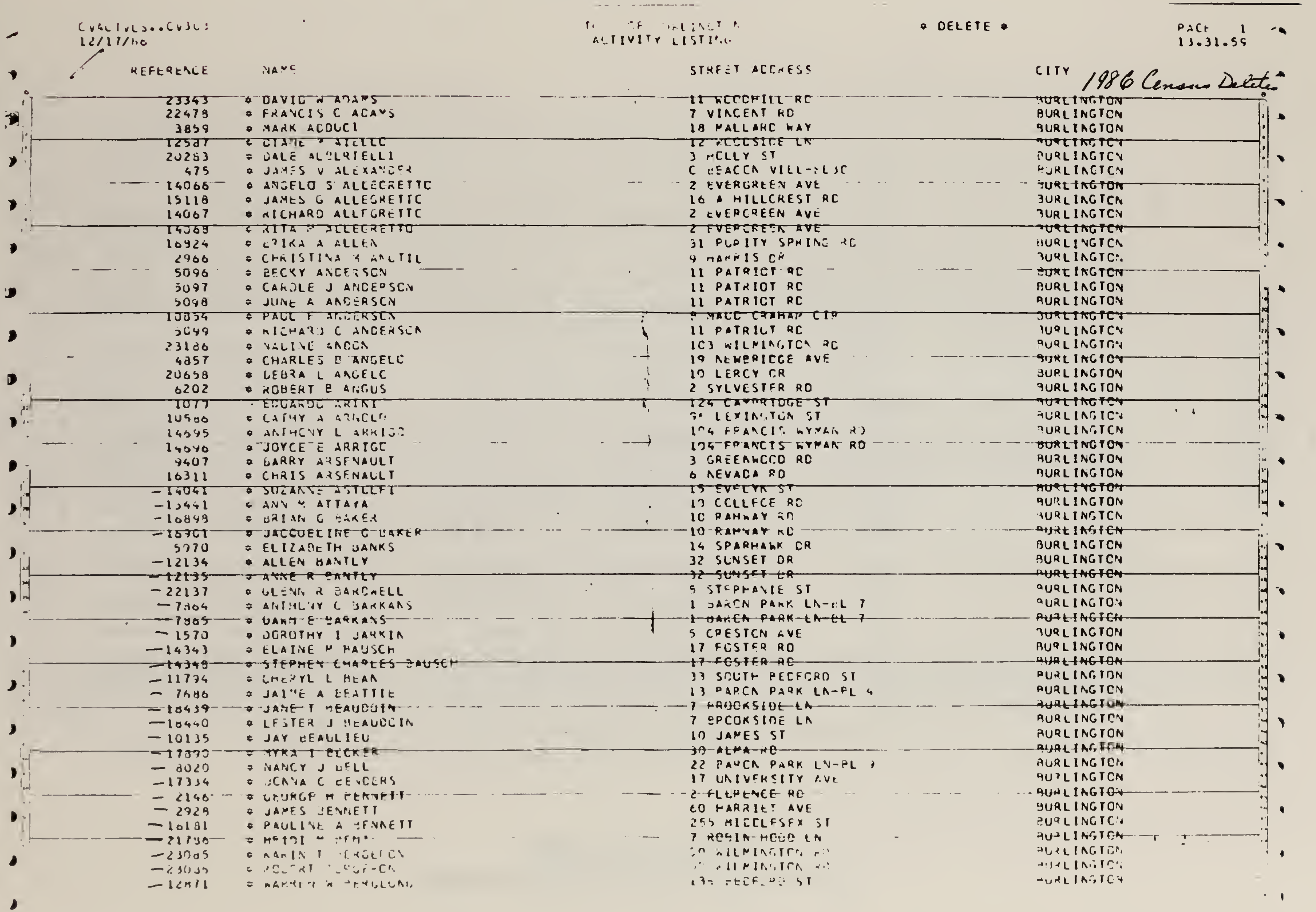
KIMBALL ROAD

R	1	Hill, David
R	1	Hill, Alice
I	9	Engel, Carl E.
D	9	Engel, Mary P.

...

SAMPLE DELETE/DROPPED VOTER LIST

COMPUTER PRINTOUT



CVACTVLS..CV3C3
12/17/86

T[illegible] OF [illegible] N
ACTIVITY LISTING

* DELETE *

PAGE 1
13.31.59

1986 Census Delete

REFERENCE	NAME	STREET ADDRESS	CITY
~~23343~~	~~* DAVID W ADAMS~~	~~11 WOODHILL RD~~	~~BURLINGTON~~
22478	* FRANCIS C ADAMS	7 VINCENT RD	BURLINGTON
3859	* MARK ADDUCI	18 MALLARD WAY	BURLINGTON
~~12587~~	~~* DIANE [illegible] AIELLO~~	~~12 WOODSIDE LN~~	~~BURLINGTON~~
20283	* DALE ALBERTELLI	3 HOLLY ST	BURLINGTON
475	* JAMES V ALEXANDER	C BEACON VILL-BLDC	BURLINGTON
14066	* ANGELO S ALLEGRETTO	2 EVERGREEN AVE	BURLINGTON
15118	* JAMES G ALLEGRETTO	16 A HILLCREST RD	BURLINGTON
14067	* RICHARD ALLEGRETTO	2 EVERGREEN AVE	BURLINGTON
~~14068~~	~~* RITA M ALLEGRETTO~~	~~2 EVERGREEN AVE~~	~~BURLINGTON~~
16924	* ERIKA A ALLEN	31 PURITY SPRING RD	BURLINGTON
2966	* CHRISTINA M ANCTIL	9 HARRIS DR	BURLINGTON
5096	* BECKY ANDERSON	11 PATRIOT RD	BURLINGTON
5097	* CAROLE J ANDERSON	11 PATRIOT RD	BURLINGTON
5098	* JUNE A ANDERSON	11 PATRIOT RD	BURLINGTON
~~10854~~	~~* PAUL F ANDERSON~~	~~9 MACC GRAHAM CIR~~	~~BURLINGTON~~
5099	* RICHARD C ANDERSON	11 PATRIOT RD	BURLINGTON
23186	* NALINE ANDON	103 WILMINGTON RD	BURLINGTON
4857	* CHARLES B ANGELO	19 NEWBRIDGE AVE	BURLINGTON
20658	* DEBRA L ANGELO	10 LEROY DR	BURLINGTON
6202	* ROBERT B ANGUS	2 SYLVESTER RD	BURLINGTON
~~1077~~	~~* EDUARDO ARINI~~	~~124 CAMBRIDGE ST~~	~~BURLINGTON~~
10566	* CATHY A ARNOLD	94 LEXINGTON ST	BURLINGTON
14595	* ANTHONY L ARRIGO	104 FRANCIS WYMAN RD	BURLINGTON
~~14696~~	~~* JOYCE E ARRIGO~~	~~105 FRANCIS WYMAN RD~~	~~BURLINGTON~~
9407	* BARRY ARSENAULT	3 GREENWOOD RD	BURLINGTON
16311	* CHRIS ARSENAULT	6 NEVADA RD	BURLINGTON
~~14041~~	~~* SUZANNE ASTOLFI~~	~~15 EVELYN ST~~	~~BURLINGTON~~
15441	* ANN M ATTAYA	10 COLLEGE RD	BURLINGTON
16898	* BRIAN G BAKER	10 RAHWAY RD	BURLINGTON
~~15901~~	~~* JACQUELINE G BAKER~~	~~10 RAHWAY RD~~	~~BURLINGTON~~
5970	* ELIZABETH BANKS	14 SPARHAWK DR	BURLINGTON
12134	* ALLEN BANTLY	32 SUNSET DR	BURLINGTON
~~12135~~	~~* ANNE R BANTLY~~	~~32 SUNSET DR~~	~~BURLINGTON~~
22137	* GLENN R BARDWELL	5 STEPHANIE ST	BURLINGTON
7364	* ANTHONY C BARKANS	1 BARON PARK LN-BL 7	BURLINGTON
~~7885~~	~~* DAWN E BARKANS~~	~~1 BARON PARK LN-BL 7~~	~~BURLINGTON~~
1570	* DOROTHY I BARKIN	5 CRESTON AVE	BURLINGTON
14343	* ELAINE M BAUSCH	17 FOSTER RD	BURLINGTON
~~14348~~	~~* STEPHEN CHARLES BAUSCH~~	~~17 FOSTER RD~~	~~BURLINGTON~~
11794	* CHERYL L BEAN	33 SOUTH BEDFORD ST	BURLINGTON
7686	* JAIME A BEATTIE	13 BARON PARK LN-PL 4	BURLINGTON
~~18439~~	~~* JANE T BEAUDOIN~~	~~7 BROOKSIDE LN~~	~~BURLINGTON~~
18440	* LESTER J BEAUDOIN	7 BROOKSIDE LN	BURLINGTON
10135	* JAY BEAULIEU	10 JAMES ST	BURLINGTON
~~17090~~	~~* MYRA I BECKER~~	~~30 ALMA RD~~	~~BURLINGTON~~
8020	* NANCY J BELL	22 BARON PARK LN-PL [illegible]	BURLINGTON
17334	* DONNA C BENDERS	17 UNIVERSITY AVE	BURLINGTON
~~2146~~	~~* GEORGE M BENNETT~~	~~2 FLORENCE RD~~	~~BURLINGTON~~
2929	* JAMES BENNETT	60 HARRIET AVE	BURLINGTON
16181	* PAULINE A BENNETT	255 MIDDLESEX ST	BURLINGTON
21796	* HEIDI M BERM[illegible]	7 ROBIN HOOD LN	BURLINGTON
23065	* KARIN T BERGERON	20 WILMINGTON RD	BURLINGTON
23035	* ROBERT [illegible] BERGERON	[illegible] WILMINGTON RD	BURLINGTON
12871	* WARREN W BERGLUND	135 BEDFORD ST	BURLINGTON

SAMPLE DELETE/DROPPED VOTER LIST

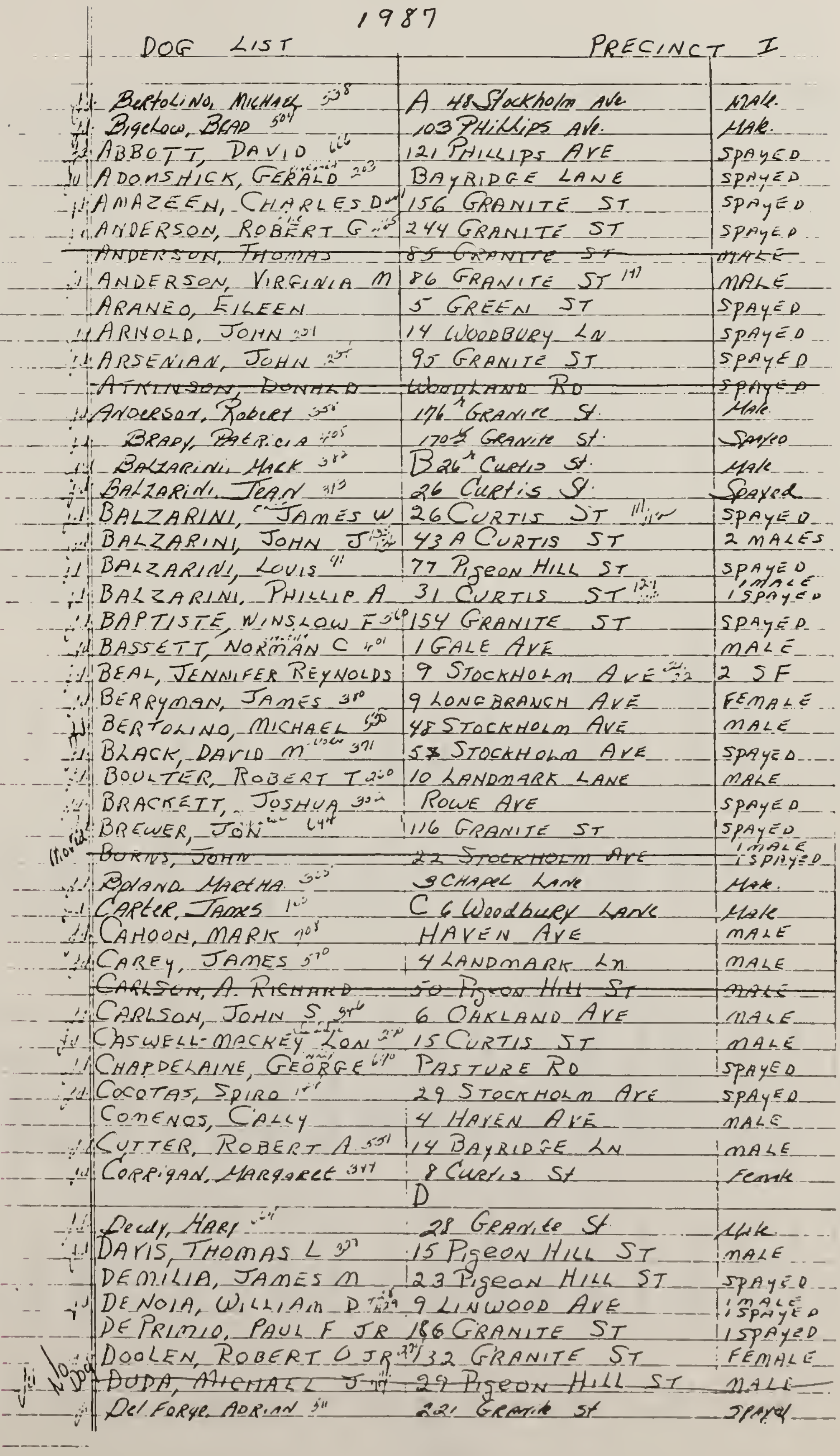
COMPUTER PRINTOUT

```
ANYWHERE            01910                 LIST OF DELETED VOTERS BY NAME                          11/05/87     PAGE   2  CML
     CIRCLE THE REFERENCE NUMBER, FOR ALL RESIDENTS WHO ARE TO BE REINSTATED ON YOUR FILE.

                                                                                               TRANSFER RESIDENT TO
REF NO. PTY NAME                       W  P ST CD HOUSE  APT STREET                BORN    WARD  PREC  ST CODE  HOUSE NO  APT NO
0457073  I  HACKETT HARRY L            1  1 EAS70            CHERRY DRIVE          1921
0457167  R  JOHNSON PAUL A JR          1  1 EAS70   26       CHERRY DRIVE          1931
0457175  0  JONES SARAH J              1  1 EAS70   37       CHERRY DRIVE          1965
0457205  I  LOCKE JODY                 1  1 GE025            CHERRY DRIVE          1978
0457213  R  LOCKE RANDY                1  1 GE025            CHERRY DRIVE          1953
0457337  I  MARSHALL SAM T             1  1 EAS70  135       CHERRY DRIVE          1901
0457345  R  MARTIN FRANK               1  1 GE025            CHERRY DRIVE          1978
0457302  I  MCCABE ARTHUR L            1  1 EAS70            CHERRY DRIVE          1923
0457329  I  MCCABE JEAN S              1  1 EAS70            CHERRY DRIVE          1925
0001597  D  SABLOCK EDWARD F           2  2 ABR50   35       ABRAHAM DRIVE    9/28/1912
0001619  I  SABLOCK JOHN J             2  2 ABR50   35       ABRAHAM DRIVE    9/29/1954
0001627  R  SABLOCK WINIFRED M         2  2 ABR50   35       ABRAHAM DRIVE    9/30/1923
0001635  D  SHAW LILLIS M              2  2 ABR50   46       ABRAHAM DRIVE    9/01/1938
0457663  I  SMITH JOANNE E             1  1 EAS70   91       CHERRY DRIVE          1965
0003752  I  SOMMERFELT BETSY A         1  1 BOT50   55       BOTTOM STREET         1951
0003744  I  SOMMERFELT ROBERT P        1  1 BOT50   55       BOTTOM STREET         1937
0457671  R  STRONG JEAN                1  1 LAN50            CHERRY DRIVE          1925
```

SAMPLE DOG LIST

HAND PRINTED



1987

DOG LIST		PRECINCT I
Bertolino, Michael 538	A 48 Stockholm Ave	Male.
Bigelow, Brad 504	103 Phillips Ave.	Male.
ABBOTT, DAVID 666	121 PHILLIPS AVE	SPAYED
ADOMSHICK, GERALD 203	BAYRIDGE LANE	SPAYED
AMAZEEN, CHARLES D	156 GRANITE ST	SPAYED
ANDERSON, ROBERT G	244 GRANITE ST	SPAYED
~~ANDERSON, THOMAS~~	~~85 GRANITE ST~~	~~MALE~~
ANDERSON, VIRGINIA M	86 GRANITE ST 147	MALE
ARANEO, EILEEN	5 GREEN ST	SPAYED
ARNOLD, JOHN 231	14 WOODBURY LN	SPAYED
ARSENIAN, JOHN 255	95 GRANITE ST	SPAYED
~~ATKINSON, DONALD~~	~~WOODLAND RD~~	~~SPAYED~~
Anderson, Robert 356	176 A Granite St.	Male
Brady, Patricia 405	170½ Granite St.	Spayed
Balzarini, Mark 382	B 26 A Curtis St.	Male
Balzarini, Jean 313	26 Curtis St.	Spayed
BALZARINI, JAMES W	26 CURTIS ST	SPAYED
BALZARINI, JOHN J	43 A CURTIS ST	2 MALES
BALZARINI, LOUIS	77 PIGEON HILL ST	SPAYED
BALZARINI, PHILLIP A	31 CURTIS ST 121	1 MALE 1 SPAYED
BAPTISTE, WINSLOW F	154 GRANITE ST	SPAYED
BASSETT, NORMAN C 401	1 GALE AVE	MALE
BEAL, JENNIFER REYNOLDS	9 STOCKHOLM AVE	2 SF
BERRYMAN, JAMES 380	9 LONGBRANCH AVE	FEMALE
BERTOLINO, MICHAEL	48 STOCKHOLM AVE	MALE
BLACK, DAVID M 371	57 STOCKHOLM AVE	SPAYED
BOULTER, ROBERT T 200	10 LANDMARK LANE	MALE
BRACKETT, JOSHUA	ROWE AVE	SPAYED
BREWER, JON 644	116 GRANITE ST	SPAYED
Moved ~~BURNS, JOHN~~	~~22 STOCKHOLM AVE~~	~~1 MALE 1 SPAYED~~
Poland Martha 305	9 Chapel Lane	Male.
Carter, James 100	C 6 Woodbury Lane	Male
CAHOON, MARK 708	HAVEN AVE	MALE
CAREY, JAMES 570	4 LANDMARK LN.	MALE
~~CARLSON, A. RICHARD~~	~~50 Pigeon Hill St~~	~~MALE~~
CARLSON, JOHN S	6 OAKLAND AVE	MALE
CASWELL-MACKEY LONI	15 CURTIS ST	MALE
CHAPDELAINE, GEORGE 670	PASTURE RD	SPAYED
COCOTAS, SPIRO	29 STOCKHOLM AVE	SPAYED
COMENOS, CALLY	4 HAVEN AVE	MALE
CUTTER, ROBERT A 551	14 BAYRIDGE LN	MALE
Corrigan, Margaret 347	8 Curtis St	Female
	D	
Deedy, Mary	28 Granite St	Male
DAVIS, THOMAS L	15 PIGEON HILL ST	MALE
DEMILIA, JAMES M	23 PIGEON HILL ST	SPAYED
DENOIA, WILLIAM D	9 LINWOOD AVE	1 MALE 1 SPAYED
DEPRIMIO, PAUL F JR	186 GRANITE ST	1 SPAYED
DOOLEN, ROBERT O JR	32 GRANITE ST	FEMALE
No Dog ~~DUDA, MICHAEL J~~	~~29 PIGEON HILL ST~~	~~MALE~~
Del Forge, Adrian 511	221 Granite St	Spayed

SAMPLE DOG LIST

COMPUTER PRINTOUT

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TOWN CF  SUTTCN                ALPHABETICAL DOG LIST   4/22/87                PAGE    2
    REFER NBR          NAME                                  ADDRESS               M F S N        TELEPHUNE

ANDREG040436      ANDREWS GEORGE M JR              46    CARR ST                   3 0 0 0       234-3991
              46 CARR ST                   WHITENSVILLE

ANNISP032216      ANNIS PARKER B                  136    BURBANK RD                0 0 1 0       865-2918
             134 BURBANK RD                SUTTON

ANYCNN072625      ANYON NORMAN R                    5    OLD PROVIDENCE RD         2 0 0 0
               5 OLD PROVIDENCE RD         WILKINSONVILLE

ARAKEA030823      ARAKELIAN ARAKEL                 17    BURDON ST                 1 0 0 0
              17 BURDON ST                 WHITINSVILLE

ARAKEH031220      ARAKELIAN HAIG                  434    CENTRAL TNPK              1 0 0 0       865-3173
             434 CENTRAL TNPK              SUTTON

ARAKET091015      ARAKELIAN TEDDY H               504    BOSTON RD                 0 1 1 0       865-4302
             504 BOSTON RD                 SUTTON

ARRELJ060843      ARRELL JOHN A                    94    LELAND HILL RD            1 0 0 0       865-4609
              94 LELAND HILL RD            SUTTON

AUBINI080223      AUBIN IRENE R                    71    BOSTON RD                 0 0 1 0       865-4852
              71 BOSTON RD                 SUTTON

AUDETA061055      AUDETTE ARMAND E                337    MENDON RD                 1 0 0 0       865-9728
             337 MENDON RD                 SUTTON

AUGERA041250      AUGER ANTHONY M                  95    DUVAL RD                  0 0 1 1       476-7641
              PO BOX 305                   MANCHAUG

AUGERJ110128      AUGER JOSEPH A                   24    IRMA JONES RD             0 1 0 0       476-2480
              24 IRMA JONES RD             MANCHAUG

AUGERL052523      AUGER LAWRENCE M                 20    DODGE HILL RD             0 1 0 0       865-6809
              20 DODGE HILL RD             SUTTON

BABINW072149      BABIN WILLIAM J                  44    GRIGGS RD                 1 0 1 0       865-5020
              44 GRIGGS RD PO BOX 6        WEST MILLBURY

BAGDIS102356      BAGDIS STEVE J JR                32    TOWN FARM RD              1 0 0 0       865-9095
              32 TOWN FARM RD              SUTTON

BAKERG011849      BAKER GENE P                     68    MAIN ST                   1 0 0 0
              PO BOX 136                   MANCHAUG

BAKERJ071746      BAKER JAMES R                    10    MCGUIRE RD                1 0 0 0       234-8423
              10 MCGUIRE RD                UXBRIDGE

BANACW030513      BANACH WALTER G                  49    UXBRIDGE RD               1 0 0 0       865-4647
              49 UXBRIDGE RD               SUTTON
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SAMPLE SCHOOL LIST

TYPEWRITTEN

NAME	ADDRESS	AGE	GRADE	PARENT'S NAME
Abbott, James R.	1 Park Street	1		Abbott, John P.
Abbott, Maryann	1 Park Street	6	1	Abbott, John P.
Abrams, Alice T.	6 Maple Street	5	K	Abrams, Joseph C.
Adams, Mark R.	16 Maple Street	11	6	Smith, Robert R.
Adams, Pauline	16 Maple Street	9	4	Smith, Robert R.
Ahern, Abigail	4 Spruce Street	16	11	Ahern, Sean D.
Ahern, Robert F.	4 Spruce Street	15	10	Ahern, Sean D.
Ahern, Willim S.	4 Spruce Street	14	9	Ahern, Sean D.
...				
Carlson, Jason I.	3 Center Street	20	C2	Carlson, Mary R.
Carlson, William	3 Center Street	18	C1	Carlosn, Mary R.
Coolidge, Alan v.	14 Wildwood Lane	5	K	Coolidge, John A.
...				

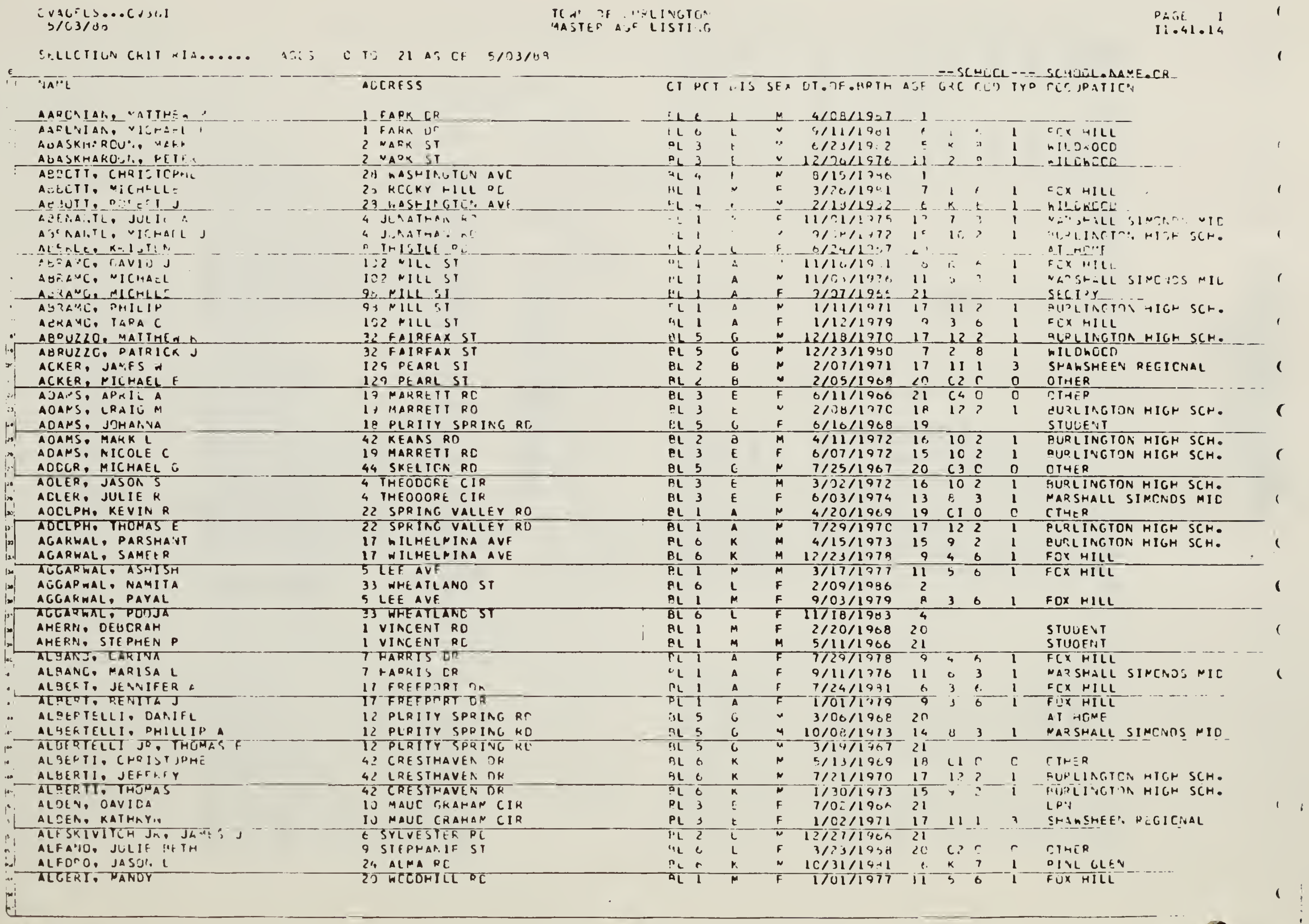
……

ALTERNATE FORMAT

NAME	ADDRESS	DATE OF BIRTH
Abbott, James R.	1 Park treet	4/08/87
Abbott, Maryann	1 Park Street	9/11/81
Abrams, Alice T.	6 Maple Street	6/23/82
Adams, Mark R.	16 Maple Street	12/06/76
Adams, Pauline	16 Maple Street	1/12/79
Ahern, Abigail	4 Spruce Street	4/11/73
Ahern, Robert F.	4 Spruce Street	3/02/72
...		

SAMPLE SCHOOL LIST

COMPUTER PRINTOUT



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CVAGELS...CV361                            TOWN OF BURLINGTON                                               PAGE    1
 5/03/88                                   MASTER AGE LISTING                                               11.41.14

 SELECTION CRITERIA.......   AGES   0 TO  21 AS OF   5/03/88
                                                                                       --SCHOOL--- SCHOOL.NAME.OR
 NAME                          ADDRESS                          CT PCT DIS SEX DT.OF.BRTH AGE GRD COD TYP OCCUPATION

 AARONIAN, MATTHEW ?          1 PARK DR                        BL 6   L    M   4/08/1987  1
 AARONIAN, MICHAEL ?          1 PARK DR                        BL 6   L    M   9/11/1981  6   1   6   1   FOX HILL
 ABASKHAROUN, MARK            2 MARK ST                        BL 3   E    M   6/23/1982  5   K   8   1   WILDWOOD
 ABASKHAROUN, PETER           2 MARK ST                        BL 3   E    M  12/26/1976 11   2   8   1   WILDWOOD
 ABBOTT, CHRISTOPHER          28 WASHINGTON AVE                BL 4   I    M   8/15/1986  1
 ABBOTT, MICHELLE             25 ROCKY HILL RD                 BL 1   M    F   3/26/1981  7   1   6   1   FOX HILL
 ABBOTT, ROBERT J             23 WASHINGTON AVE                BL 4   I    M   2/19/1982  6   K   8   1   WILDWOOD
 ABENANTE, JULIE A            4 JONATHAN RD                    BL 1        F  11/01/1975 12   7   3   1   MARSHALL SIMONDS MID
 ABENANTE, MICHAEL J          4 JONATHAN RD                    BL 1        M   9/08/1972 15  10   2   1   BURLINGTON HIGH SCH.
 ABERLE, KRISTEN              8 THISTLE RD                     BL 2   L    F   6/24/1967 21                AT HOME
 ABRAMO, DAVID J              102 MILL ST                      BL 1   A    M  11/16/1981  6   K   6   1   FOX HILL
 ABRAMO, MICHAEL              102 MILL ST                      BL 1   A    M  11/05/1976 11   5   3   1   MARSHALL SIMONDS MID
 ABRAMO, MICHELLE             96 MILL ST                       BL 1   A    F   3/07/1966 21                SECTRY
 ABRAMO, PHILIP               93 MILL ST                       BL 1   A    M   1/11/1971 17  11   2   1   BURLINGTON HIGH SCH.
 ABRAMO, TARA C               102 MILL ST                      BL 1   A    F   1/12/1979  9   3   6   1   FOX HILL
 ABRUZZO, MATTHEW R           32 FAIRFAX ST                    BL 5   G    M  12/18/1970 17  12   2   1   BURLINGTON HIGH SCH.
 ABRUZZO, PATRICK J           32 FAIRFAX ST                    BL 5   G    M  12/23/1980  7   2   8   1   WILDWOOD
 ACKER, JAMES W               129 PEARL ST                     BL 2   B    M   2/07/1971 17  11   1   3   SHAWSHEEN REGIONAL
 ACKER, MICHAEL E             129 PEARL ST                     BL 2   B    M   2/05/1968 20  C2   0   0   OTHER
 ADAMS, APRIL A               19 MARRETT RD                    BL 3   E    F   6/11/1966 21  C4   0   0   OTHER
 ADAMS, CRAIG M               19 MARRETT RD                    BL 3   E    M   2/08/1970 18  12   2   1   BURLINGTON HIGH SCH.
 ADAMS, JOHANNA               18 PURITY SPRING RD              BL 5   G    F   6/16/1968 19                STUDENT
 ADAMS, MARK L                42 KEANS RD                      BL 2   B    M   4/11/1972 16  10   2   1   BURLINGTON HIGH SCH.
 ADAMS, NICOLE C              19 MARRETT RD                    BL 3   E    F   6/07/1972 15  10   2   1   BURLINGTON HIGH SCH.
 ADDOR, MICHAEL G             44 SKELTON RD                    BL 5   G    M   7/25/1967 20  C3   0   0   OTHER
 ADLER, JASON S               4 THEODORE CIR                   BL 3   E    M   3/02/1972 16  10   2   1   BURLINGTON HIGH SCH.
 ADLER, JULIE R               4 THEODORE CIR                   BL 3   E    F   6/03/1974 13   8   3   1   MARSHALL SIMONDS MID
 ADOLPH, KEVIN R              22 SPRING VALLEY RD              BL 1   A    M   4/20/1969 19  C1   0   0   OTHER
 ADOLPH, THOMAS E             22 SPRING VALLEY RD              BL 1   A    M   7/29/1970 17  12   2   1   BURLINGTON HIGH SCH.
 AGARWAL, PARSHANT            17 WILHELMINA AVE                BL 6   K    M   4/15/1973 15   9   2   1   BURLINGTON HIGH SCH.
 AGARWAL, SAMEER              17 WILHELMINA AVE                BL 6   K    M  12/23/1978  9   4   6   1   FOX HILL
 AGGARWAL, ASHISH             5 LEE AVE                        BL 1   M    M   3/17/1977 11   5   6   1   FOX HILL
 AGGARWAL, NAMITA             33 WHEATLAND ST                  BL 6   L    F   2/09/1986  2
 AGGARWAL, PAYAL              5 LEE AVE                        BL 1   M    F   9/03/1979  8   3   6   1   FOX HILL
 AGGARWAL, POOJA              33 WHEATLAND ST                  BL 6   L    F  11/18/1983  4
 AHERN, DEBORAH               1 VINCENT RD                     BL 1   M    F   2/20/1968 20                STUDENT
 AHERN, STEPHEN P             1 VINCENT RD                     BL 1   M    M   5/11/1966 21                STUDENT
 ALBANO, CARINA               7 HARRIS DR                      BL 1   A    F   7/29/1978  9   4   6   1   FOX HILL
 ALBANO, MARISA L             7 HARRIS DR                      BL 1   A    F   9/11/1976 11   6   3   1   MARSHALL SIMONDS MID
 ALBERT, JENNIFER A           17 FREEPORT DR                   BL 1   A    F   7/24/1981  6   3   6   1   FOX HILL
 ALBERT, RENITA J             17 FREEPORT DR                   BL 1   A    F   1/01/1979  9   3   6   1   FOX HILL
 ALBERTELLI, DANIEL           12 PURITY SPRING RD              BL 5   G    M   3/06/1968 20                AT HOME
 ALBERTELLI, PHILLIP A        12 PURITY SPRING RD              BL 5   G    M  10/08/1973 14   8   3   1   MARSHALL SIMONDS MID
 ALBERTELLI JR, THOMAS F      12 PURITY SPRING RD              BL 5   G    M   3/19/1967 21
 ALBERTI, CHRISTOPHE          42 CRESTHAVEN DR                 BL 6   K    M   5/13/1969 18  C1   0   0   OTHER
 ALBERTI, JEFFREY             42 CRESTHAVEN DR                 BL 6   K    M   7/21/1970 17  12   2   1   BURLINGTON HIGH SCH.
 ALBERTI, THOMAS              42 CRESTHAVEN DR                 BL 6   K    M   1/30/1973 15   9   2   1   BURLINGTON HIGH SCH.
 ALDEN, DAVIDA                10 MAUD GRAHAM CIR               BL 3   E    F   7/02/1966 21                LPN
 ALDEN, KATHRYN               10 MAUD GRAHAM CIR               BL 3   E    F   1/02/1971 17  11   1   3   SHAWSHEEN REGIONAL
 ALESKIVITCH JR, JAMES J      6 SYLVESTER RD                   BL 2   C    M  12/27/1966 21
 ALFANO, JULIE BETH           9 STEPHANIE ST                   BL 6   L    F   3/23/1968 20  C2   0   0   OTHER
 ALFORO, JASON L              24 ALMA RD                       BL 6   K    M  10/31/1981  6   K   7   1   PINE GLEN
 ALGERI, MANDY                20 WOODHILL RD                   BL 1   M    F   1/01/1977 11   5   6   1   FOX HILL
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SAMPLE STREET LIST
BY STREETS
TYPEWRITTEN

TOWN OF ROCKPORT - MASSACHUSETTS

MEN AND WOMEN LISTED JANUARY 1, 1987 - PRECINCTS 1, 2, and 3

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* - VOTER
R - Republican
D - Democrat

PRECINCT ONE

		STREET, NO. & NAME OF PERSON	AGE	OCCUPATION
		ANDREW'S HOLLOW		
		*Mears, Eric L.	29	Engineer
		*Mears, Nancy P.	28	Housewife
D		*Sayre, Robert E.	45	Psychologist
D		*Sayre, Virginia E.	43	At Home
D		*Waddell, James	38	Locksmith
D		*Waddell, Nancy L.	34	Housewife
		BAYRIDGE LANE		
	6	*Moccia, George P.	34	Corporate Executive V. P.
	10	Auditore, Ruth	63	Secretary
	14	Cutter, Jean C.	46	Executive
	14	Cutter, Robert A.	50	Executive
R		*Adomshick, Barbara	39	Teacher's Assistant
R		*Adomshick, Gerald	40	Engineer
		Adomshick, Michele	20	Student
		Adomshick, Renee	19	Student
D		*Coen, Catherine	81	Retired
D		*Coen, Mary	86	Retired
		*Weaver, M. Elizabeth	74	Retired
		BLUEBERRY LANE		
		*Garlick, Esther	38	General Laborer
		*Garlick, Lester, Jr.	36	Foreman-Sheet Metal Shop
		Garlick, Lester, III	19	Fish Worker
D		*MacIsaac, Alfred, Jr.	35	Custodian
		BOULDER TOP		
	4	*Caffarella, Edward P.	67	Realtor
	4	*Caffarella, Ethel A.	65	At Home
R	7	*Geehan, Dorothy	57	Retired
D	7	*Geehan, John F.	23	Student
R	7	*Geehan, Richard	60	Retired
		Couturier, Hedwedge	81	At Home
		*Kielinen, Rachel M.	73	Retired
		*Knight, Jane	39	Housewife
		*Knight, Richard	38	Automotive Machine Shop Owner
		Stroman, George	23	Real Estate Appraiser
		BREAKWATER AVENUE		
	6½	*Fisher, Robert F.	37	Lobsterman
	10	*Ferazzi, Patricia A.	33	Housewife
	10	*Ferazzi, Peter J.	37	Electrician
D	10	*Munroe, Alice A.	74	Attendant/Homemaker
D	10	*Munroe, Arthur J.	75	Carpenter
R	10½	*Ferazzi, Aldo J.	61	Retired
	10½	*Ferazzi, Laura M.	59	Supervisor
R	12	*Peterson, Virginia	75	Housewife
D	12	*Peterson, William I.	73	Retired

SAMPLE STREET LIST

ALPHABETICAL SECTION

HAND PRINTED

1987 A-1

STREET LIST PRECINCT I

		ABBOTT, DAVID	121 PHILLIPS AVE.
D	☆	ACKERMAN, CHRISTINA C.	182 GRANITE ST
		ACKERMAN, DAVID	182 GRANITE ST
R	☆	ACKERMAN, JOANNE	205 GRANITE ST.
R	☆	ACKERMAN, PHILIP	205 GRANITE ST
	☆	ADAMS, ELIZABETH H.	33 PIGEON HILL ST
R	☆	ADAMS, HAROLD W	33 PIGEON HILL ST
		ADAMS, JACLYN	84A GRANITE ST
R	☆	ADAMS, JAMES G	33 PIGEON HILL ST
R	☆	ADOMSHICK, BARBARA	BAYRIDGE LANE
R	☆	ADOMSHICK, GERALD	BAYRIDGE LANE
		ADOMSHICK, MICHELE	BAY RIDGE LANE
		ADOMSHICK, RENEE	BAYRIDGE LANE
		AITKEN, JULIE	281R GRANITE ST
R	☆	ALLEN, ERNEST	106 GRANITE ST
	☆	AMAZEEN, CHARLES D	156 GRANITE ST
		AMAZEEN, DIANA	156 GRANITE ST
		AMAZEEN, FRANK K	GOTT AVE
	☆	AMAZEEN, LINDA K.	156 GRANITE ST
		AMAZEEN, MICHIYO J	156 GRANITE ST
D	☆	ANDERSON, BEATRICE	227 GRANITE ST
R	☆	ANDERSON, CHARLES E	DRUMLIN RD
	☆	ANDERSON, DIANE	DRUMLIN RD
D	☆	ANDERSON, DOUGLAS J	244 GRANITE ST
D	☆	ANDERSON, FAYE M.	244 GRANITE ST
D	☆	ANDERSON, FLORENCE O	227 GRANITE ST
D	☆	ANDERSON, MARGARET E	176 ^{R} GRANITE ST
R	☆	ANDERSON, MARY	67 ^{A} CURTIS ST
	☆	ANDERSON, MARY B	235 GRANITE ST
	☆	ANDERSON, MEREDITH	176 ^{R} GRANITE ST
D	☆	ANDERSON, ROBERT G	244 GRANITE ST
D	☆	ANDERSON, ROBERT J	176 ^{R} GRANITE ST
	☆	ANDERSON, ROBERT S	220 GRANITE ST
		ANDERSON, JEANETTE	182 GRANITE ST
D	☆	ANDERSON, JUDITH C	244 GRANITE ST
R	☆	ANDERSON, RUDOLPH	235 GRANITE ST
D	☆	ANDERSON, SCOTT R	182 GRANITE ST
		ANDERSON, THOMAS	85 GRANITE ST
	☆	ANDERSON, VIRGINIA M	86 GRANITE ST
	☆	ARANEO, EILEEN	5 GREEN ST
	☆	ARNOLD, JOHN	14 WOODBURY LN
	☆	ARNOLD, PAMELA	14 WOODBURY LN.
D	☆	ARSENAULT, HELEN E	WORCESTER PL
D	☆	ARSENAULT, WALTER A	WORCESTER PL
		ARSENIAN, CAROL	99 GRANITE ST

T	V	NV	R	D	I
45	33	12	10	12	11

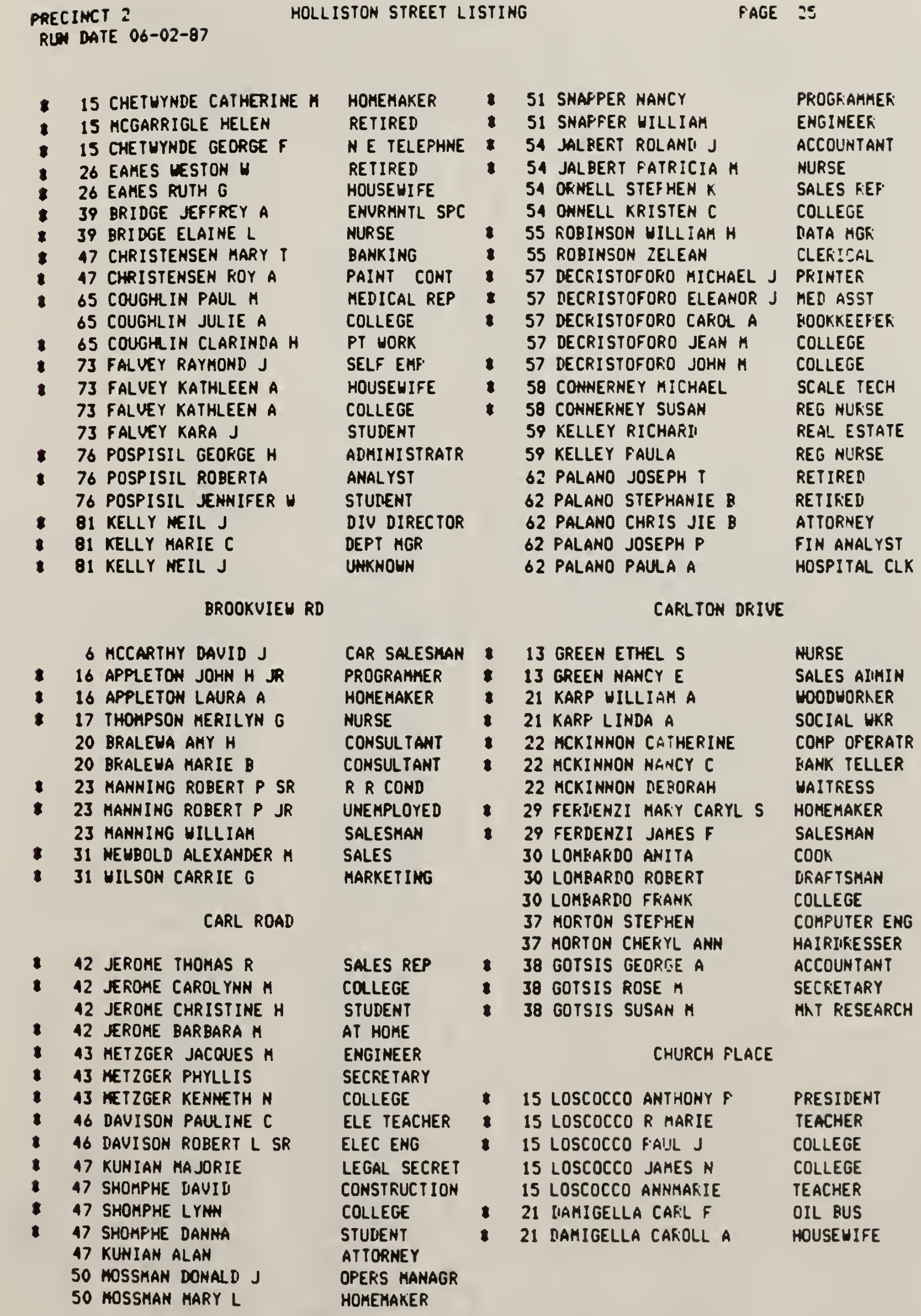
Note: A copy of the list shown in this sample may be used as the annual register.

SAMPLE STREET LIST

BY STREETS

COMPUTER PRINTOUT

PHOTO OFFSET



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PRECINCT 2                HOLLISTON STREET LISTING                    PAGE  25
 RUN DATE 06-02-87

*  15 CHETWYNDE CATHERINE M       HOMEMAKER     *  51 SNAPPER NANCY               PROGRAMMER
*  15 MCGARRIGLE HELEN            RETIRED       *  51 SNAPPER WILLIAM             ENGINEER
*  15 CHETWYNDE GEORGE F          N E TELEPHNE  *  54 JALBERT ROLAND J            ACCOUNTANT
*  26 EAMES WESTON W              RETIRED       *  54 JALBERT PATRICIA M          NURSE
*  26 EAMES RUTH G                HOUSEWIFE        54 ORNELL STEPHEN K            SALES REP
*  39 BRIDGE JEFFREY A            ENVRMNTL SPC     54 ONNELL KRISTEN C            COLLEGE
*  39 BRIDGE ELAINE L             NURSE         *  55 ROBINSON WILLIAM H          DATA MGR
*  47 CHRISTENSEN MARY T          BANKING       *  55 ROBINSON ZELEAN             CLERICAL
*  47 CHRISTENSEN ROY A           PAINT  CONT   *  57 DECRISTOFORO MICHAEL J      PRINTER
*  65 COUGHLIN PAUL M             MEDICAL REP   *  57 DECRISTOFORO ELEANOR J      MED ASST
   65 COUGHLIN JULIE A            COLLEGE       *  57 DECRISTOFORO CAROL A        BOOKKEEPER
*  65 COUGHLIN CLARINDA H         PT WORK          57 DECRISTOFORO JEAN M         COLLEGE
*  73 FALVEY RAYMOND J            SELF EMP      *  57 DECRISTOFORO JOHN M         COLLEGE
*  73 FALVEY KATHLEEN A           HOUSEWIFE     *  58 CONNERNEY MICHAEL           SCALE TECH
   73 FALVEY KATHLEEN A           COLLEGE       *  58 CONNERNEY SUSAN             REG NURSE
   73 FALVEY KARA J               STUDENT          59 KELLEY RICHARD              REAL ESTATE
*  76 POSPISIL GEORGE H           ADMINISTRATR     59 KELLEY PAULA                REG NURSE
*  76 POSPISIL ROBERTA            ANALYST          62 PALANO JOSEPH T             RETIRED
   76 POSPISIL JENNIFER W         STUDENT          62 PALANO STEPHANIE B          RETIRED
*  81 KELLY NEIL J                DIV DIRECTOR     62 PALANO CHRIS JIE B          ATTORNEY
*  81 KELLY MARIE C               DEPT MGR         62 PALANO JOSEPH P             FIN ANALYST
*  81 KELLY NEIL J                UNKNOWN          62 PALANO PAULA A              HOSPITAL CLK

                  BROOKVIEW RD                                   CARLTON DRIVE

    6 MCCARTHY DAVID J            CAR SALESMAN  *  13 GREEN ETHEL S               NURSE
*  16 APPLETON JOHN H JR          PROGRAMMER    *  13 GREEN NANCY E               SALES ADMIN
*  16 APPLETON LAURA A            HOMEMAKER     *  21 KARP WILLIAM A              WOODWORKER
*  17 THOMPSON MERILYN G          NURSE         *  21 KARP LINDA A                SOCIAL WKR
   20 BRALEWA AMY H               CONSULTANT    *  22 MCKINNON CATHERINE          COMP OPERATR
   20 BRALEWA MARIE B             CONSULTANT    *  22 MCKINNON NANCY C            BANK TELLER
*  23 MANNING ROBERT P SR         R R COND         22 MCKINNON DEBORAH            WAITRESS
*  23 MANNING ROBERT P JR         UNEMPLOYED    *  29 FERDENZI MARY CARYL S       HOMEMAKER
   23 MANNING WILLIAM             SALESMAN      *  29 FERDENZI JAMES F            SALESMAN
*  31 NEWBOLD ALEXANDER M         SALES            30 LOMBARDO ANITA              COOK
*  31 WILSON CARRIE G             MARKETING        30 LOMBARDO ROBERT             DRAFTSMAN
                                                   30 LOMBARDO FRANK              COLLEGE
                  CARL ROAD                        37 MORTON STEPHEN              COMPUTER ENG
                                                   37 MORTON CHERYL ANN           HAIRDRESSER
*  42 JEROME THOMAS R             SALES REP     *  38 GOTSIS GEORGE A             ACCOUNTANT
*  42 JEROME CAROLYNN M           COLLEGE       *  38 GOTSIS ROSE M               SECRETARY
   42 JEROME CHRISTINE H          STUDENT       *  38 GOTSIS SUSAN M              MKT RESEARCH
*  42 JEROME BARBARA M            AT HOME
*  43 METZGER JACQUES M           ENGINEER                       CHURCH PLACE
*  43 METZGER PHYLLIS             SECRETARY
*  43 METZGER KENNETH N           COLLEGE       *  15 LOSCOCCO ANTHONY F          PRESIDENT
*  46 DAVISON PAULINE C           ELE TEACHER   *  15 LOSCOCCO R MARIE            TEACHER
*  46 DAVISON ROBERT L SR         ELEC ENG      *  15 LOSCOCCO PAUL J             COLLEGE
*  47 KUNIAN MAJORIE              LEGAL SECRET     15 LOSCOCCO JAMES N            COLLEGE
*  47 SHOMPHE DAVID               CONSTRUCTION     15 LOSCOCCO ANNMARIE           TEACHER
*  47 SHOMPHE LYNN                COLLEGE       *  21 DAMIGELLA CARL F            OIL BUS
*  47 SHOMPHE DANNA               STUDENT       *  21 DAMIGELLA CAROLL A          HOUSEWIFE
   47 KUNIAN ALAN                 ATTORNEY
   50 MOSSMAN DONALD J            OPERS MANAGR
   50 MOSSMAN MARY L              HOMEMAKER
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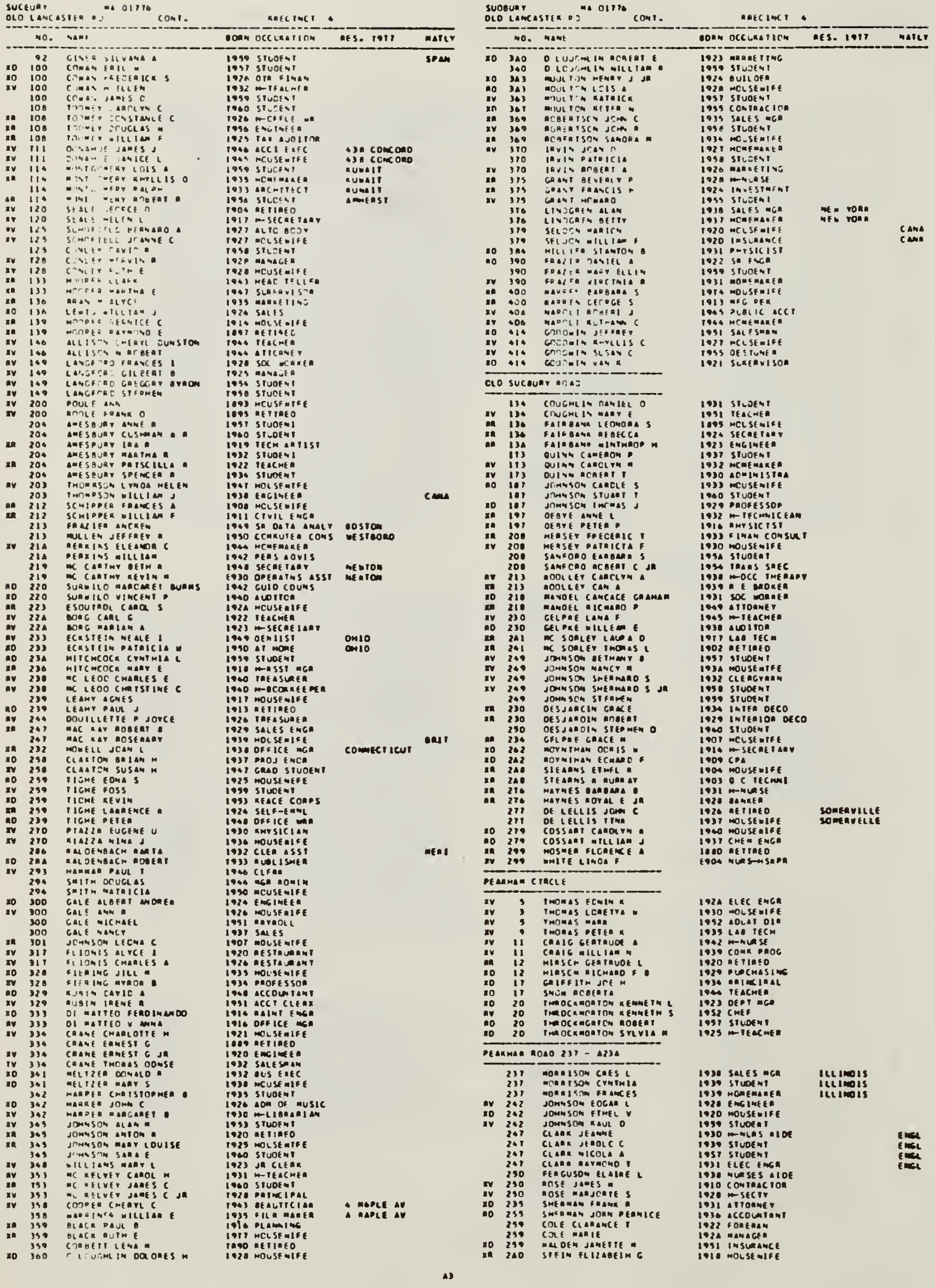
* indicates voter

SAMPLE STREET LIST

BY STREETS

COMPUTER PRINTOUT

PHOTO OFFSET



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SUDBURY              MA 01776
OLD LANCASTER RD              CONT.                PRECINCT  4
---------------------------------------------------------------------------
       NO.  NAME                          BORN OCCUPATION     RES. 1977     NATLY
---------------------------------------------------------------------------
        92  GINER SILVANA A               1959 STUDENT                      SPAN
XD     100  COWAN EMIL W                  1957 STUDENT
XD     100  COWAN FREDERICK S             1926 DIR FINAN
XV     100  COWAN M ELLEN                 1932 H-TEACHER
       100  COWAN JAMES D                 1959 STUDENT
       108  TOOMEY CAROLYN C              1960 STUDENT
XR     108  TOOMEY CONSTANCE C            1926 H-OFFICE WR
XR     108  TOOMEY DOUGLAS M              1956 ENGINEER
XR     108  TOOMEY WILLIAM F              1925 TAX AUDITOR
XV     111  DONAHUE JAMES J               1946 ACCT EXEC      438 CONCORD
XV     111  DONAHUE JANICE L              1945 HOUSEWIFE      438 CONCORD
XV     114  MONTGOMERY LOIS A             1959 STUDENT        KUWAIT
XR     114  MONTGOMERY PHYLLIS O          1935 HOMEMAKER      KUWAIT
       114  MONTGOMERY RALPH              1933 ARCHITECT      KUWAIT
AR     114  MONTGOMERY ROBERT R           1958 STUDENT        AMHERST
XV     120  SEALE GEORGE D                1904 RETIRED
XV     120  SEALE HELEN L                 1917 H-SECRETARY
RV     125  SCHOFIELD BERNARD A           1927 AUTO BODY
XV     125  SCHOFIELD JEANNE C            1927 HOUSEWIFE
       125  CONLEY DAVID R                1958 STUDENT
XV     128  CONLEY MERVIN R               1928 MANAGER
XV     128  CONLEY RUTH E                 1928 HOUSEWIFE
XR     133  HOOPER CLARK                  1943 HEAD TELLER
XR     133  HOOPER MARTHA E               1947 SUPERVISOR
XR     136  RYAN M ALYCE                  1935 MARKETING
XD     136  LEWIS WILLIAM J               1926 SALES
XR     139  HOOPER BERNICE C              1914 HOUSEWIFE
XR     139  HOOPER RAYMOND E              1897 RETIRED
XV     146  ALLISON CHERYL DUNSTON        1944 TEACHER
XV     146  ALLISON W ROBERT              1944 ATTORNEY
RV     149  LANGFORD FRANCES I            1928 SOC WORKER
XV     149  LANGFORD GILBERT B            1925 MANAGER
RV     149  LANGFORD GREGORY BYRON        1954 STUDENT
XV     149  LANGFORD STEPHEN              1958 STUDENT
XV     200  POOLE ANN                     1893 HOUSEWIFE
XV     200  POOLE FRANK O                 1895 RETIRED
       204  AMESBURY ANNE R               1957 STUDENT
       204  AMESBURY CUSHMAN W R          1960 STUDENT
XR     204  AMESBURY IRA R                1919 TECH ARTIST
       204  AMESBURY MARTHA R             1932 STUDENT
XR     204  AMESBURY PRISCILLA R          1922 TEACHER
       204  AMESBURY SPENCER R            1934 STUDENT
RV     203  THOMPSON LYNDA HELEN          1947 HOUSEWIFE
       203  THOMPSON WILLIAM J            1938 ENGINEER                     CANA
RR     212  SCHIPPER FRANCES A            1908 HOUSEWIFE
XR     212  SCHIPPER WILLIAM F            1911 CIVIL ENGR
       213  FRAZIER ANCKEN                1949 SR DATA ANALY  BOSTON
       213  MULLEN JEFFREY R              1950 COMPUTER CONS  WESTBORO
XV     218  PERKINS ELEANOR C             1944 HOMEMAKER
       218  PERKINS WILLIAM               1942 PERS ADVIS
       219  MC CARTHY BETH R              1948 SECRETARY      NEWTON
       219  MC CARTHY KEVIN M             1930 OPERATNS ASST  NEWTON
RD     220  SURWILO MARGARET BURNS        1942 GUID COUNS
XD     220  SURWILO VINCENT P             1940 AUDITOR
RR     223  ESOUTROL CAROL S              1928 HOUSEWIFE
XV     228  BORG CARL G                   1922 TEACHER
RV     228  BORG MARIAN A                 1923 H-SECRETARY
RV     233  ECKSTEIN NEALE I              1949 DENTIST        OHIO
XD     233  ECKSTEIN PATRICIA M           1950 AT HOME        OHIO
RD     238  HITCHCOCK CYNTHIA L           1959 STUDENT
XR     236  HITCHCOCK MARY E              1918 H-ASST MGR
RV     238  MC LEOD CHARLES E             1940 TREASURER
RV     238  MC LEOD CHRISTINE C           1940 H-BOOKKEEPER
       239  LEAHY AGNES                   1917 HOUSEWIFE
RD     239  LEAHY PAUL J                  1913 RETIRED
RV     244  DOUILLETTE P JOYCE            1926 TREASURER
XR     247  MAC KAY ROBERT B              1929 SALES ENGR
       247  MAC KAY ROSEMARY              1939 HOUSEWIFE                    BRIT
XR     252  HOWELL JOAN L                 1938 OFFICE MGR     CONNECTICUT
XD     258  CLAXTON BRIAN H               1937 PROJ ENGR
XV     258  CLAXTON SUSAN H               1947 GRAD STUDENT
RD     259  TIGHE EDNA S                  1925 HOUSEWIFE
XV     259  TIGHE FOSS                    1959 STUDENT
XD     259  TIGHE KEVIN                   1953 PEACE CORPS
XR     259  TIGHE LAWRENCE R              1924 SELF-EMPL
RD     239  TIGHE PETER                   1948 OFFICE WKR
XV     270  PIAZZA EUGENE U               1930 PHYSICIAN
XV     270  PIAZZA NINA J                 1936 HOUSEWIFE
       286  KALDENBACH MARTA              1932 CLER ASST                    NETH
XD     288  KALDENBACH ROBERT             1933 PUBLISHER
XV     293  HANNAN PAUL T                 1946 CLERK
       294  SMITH DOUGLAS                 1944 MGR ADMIN
       294  SMITH PATRICIA                1950 HOUSEWIFE
XD     300  GALE ALBERT ANDREW            1924 ENGINEER
XV     300  GALE ANN R                    1926 HOUSEWIFE
       300  GALE MICHAEL                  1951 PAYROLL
       300  GALE NANCY                    1937 SALES
XR     301  JOHNSON LEONA C               1907 HOUSEWIFE
XV     317  FLIONIS ALYCE J               1920 RESTAURANT
XV     317  FLIONIS CHARLES A             1926 RESTAURANT
XD     328  FIERING JILL M                1935 HOUSEWIFE
XV     328  FIERING MYRON B               1934 PROFESSOR
RD     329  RUBIN DAVID A                 1948 ACCOUNTANT
XV     329  RUBIN IRENE R                 1951 ACCT CLERK
XD     333  DI MATTEO FERDINANDO          1914 PAINT ENGR
RV     333  DI MATTEO V ANNA              1916 OFFICE MGR
XV     334  CRANE CHARLOTTE M             1921 HOUSEWIFE
       334  CRANE ERNEST G                1889 RETIRED
XV     334  CRANE ERNEST G JR             1920 ENGINEER
TV     334  CRANE THOMAS DOWSE            1932 SALESMAN
XD     341  MELTZER DONALD R              1932 BUS EXEC
XD     341  MELTZER MARY S                1938 HOUSEWIFE
       342  HARPER CHRISTOPHER B          1935 STUDENT
XD     342  HARPER JOHN C                 1926 ADM OF MUSIC
XV     342  HARPER MARGARET B             1930 H-LIBRARIAN
XV     345  JOHNSON ALAN M                1953 STUDENT
XR     345  JOHNSON ANTON R               1920 RETIRED
XR     345  JOHNSON MARY LOUISE           1925 HOUSEWIFE
       345  JOHNSON SARA E                1960 STUDENT
XV     348  WILLIAMS MARY L               1923 JR CLERK
RV     353  MC KELVEY CAROL M             1931 H-TEACHER
XR     353  MC KELVEY JAMES C             1960 STUDENT
XV     353  MC KELVEY JAMES C JR          1928 PRINCIPAL
XV     358  COOPER CHERYL C               1943 BEAUTICIAN     4 MAPLE AV
       358  HARRINGS WILLIAM E            1935 FILM MAKER     4 MAPLE AV
XR     359  BLACK PAUL B                  1916 PLANNING
XR     359  BLACK RUTH E                  1917 HOUSEWIFE
       359  CORBETT LENA M                1890 RETIRED
XD     360  O LOUGHLIN DOLORES M          1928 HOUSEWIFE
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SUDBURY              MA 01776
OLD LANCASTER RD              CONT.                PRECINCT  4
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       NO.  NAME                          BORN OCCUPATION     RES. 1977     NATLY
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XD     380  O LOUGHLIN ROBERT E           1923 MARKETING
       340  O LOUGHLIN WILLIAM R          1959 STUDENT
XD     383  MOULTON HENRY J JR            1924 BUILDER
RD     383  MOULTON LOIS A                1928 HOUSEWIFE
XV     363  MOULTON PATRICK               1957 STUDENT
XD     367  MOULTON PETER W               1955 CONTRACTOR
XR     369  ROBERTSON JOHN C              1935 SALES MGR
XV     369  ROBERTSON JOHN R              1958 STUDENT
XR     369  ROBERTSON SANDRA M            1934 HOUSEWIFE
RV     370  IRVIN JOAN D                  1927 HOMEMAKER
       370  IRVIN PATRICIA                1958 STUDENT
XV     370  IRVIN ROBERT A                1926 MARKETING
XR     375  GRANT BEVERLY P               1928 H-NURSE
XR     375  GRANT FRANCIS P               1924 INVESTMENT
XV     375  GRANT HOWARD                  1955 STUDENT
       376  LINDGREN ALAN                 1938 SALES MGR      NEW YORK
       376  LINDGREN BETTY                1937 HOMEMAKER      NEW YORK
       379  SELDON MARION                 1920 HOUSEWIFE                    CANA
       379  SELDON WILLIAM F              1920 INSURANCE                    CANA
XD     384  HILLIER STANTON B             1931 PHYSICIST
RD     390  FRAZIER DANIEL A              1922 SR ENGR
       390  FRAZIER MARY ELLEN            1959 STUDENT
XV     390  FRAZIER VIRGINIA R            1931 HOMEMAKER
RR     400  WARREN BARBARA S              1914 HOUSEWIFE
XR     400  WARREN GEORGE S               1913 MFG REP
XV     408  MARCOLI ROBERT J              1945 PUBLIC ACCT
XV     406  MARCOLI RUTHANN C             1944 HOMEMAKER
XD     414  GOODWIN JEFFREY               1951 SALESMAN
XV     414  GOODWIN PHYLLIS C             1927 HOUSEWIFE
XV     414  GOODWIN SUSAN C               1955 DESIGNER
XD     414  GOODWIN VAN R                 1921 SUPERVISOR
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OLD SUDBURY ROAD
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       134  COUGHLIN DANIEL O             1931 STUDENT
XV     134  COUGHLIN MARY E               1951 TEACHER
RR     136  FAIRBANK LEONORA S            1895 HOUSEWIFE
XR     136  FAIRBANK REBECCA              1924 SECRETARY
RR     138  FAIRBANK WINTHROP M           1923 ENGINEER
       173  QUINN CAMERON P               1937 STUDENT
RV     173  QUINN CAROLYN M               1932 HOMEMAKER
XV     173  QUINN ROBERT T                1930 ADMINISTRA
RD     187  JOHNSON CAROLE S              1933 HOUSEWIFE
       187  JOHNSON STUART T              1960 STUDENT
XD     187  JOHNSON THOMAS J              1929 PROFESSOR
XR     197  DEBYE ANNE L                  1932 H-TECHNICIAN
XR     197  DEBYE PETER P                 1916 PHYSICIST
XR     208  HERSEY FREDERIC T             1933 FINAN CONSULT
XV     208  HERSEY PATRICIA F             1930 HOUSEWIFE
       208  SANFORD BARBARA S             1958 STUDENT
       208  SANFORD ROBERT C JR           1954 TRANS SPEC
RV     213  WOOLLEY CAROLYN A             1938 H-OCC THERAPY
XR     213  WOOLLEY DAN A                 1939 R E BROKER
XD     218  MANDEL CANDACE GRAHAM         1931 SOC WORKER
XR     218  MANDEL RICHARD P              1949 ATTORNEY
XV     230  GELPKE LANA F                 1945 H-TEACHER
RD     230  GELPKE WILLIAM E              1938 AUDITOR
XR     281  MC SORLEY LAURA D             1917 LAB TECH
XR     241  MC SORLEY THOMAS L            1902 RETIRED
RV     249  JOHNSON BETHANY B             1957 STUDENT
XV     249  JOHNSON NANCY M               1938 HOUSEWIFE
XV     249  JOHNSON SHERWARD S            1932 CLERGYMAN
XV     249  JOHNSON SHERWARD S JR         1958 STUDENT
       249  JOHNSON STEPHEN               1959 STUDENT
XR     230  DESJARDIN GRACE               1934 INTER DECO
XR     230  DESJARDIN ROBERT              1929 INTERIOR DECO
       250  DESJARDIN STEPHEN D           1960 STUDENT
RR     234  GELPKE GRACE M                1907 HOUSEWIFE
XD     262  MOYNIHAN DORIS W              1914 H-SECRETARY
XD     282  MOYNIHAN EDWARD F             1909 CPA
XR     288  STEARNS ETHEL R               1904 HOUSEWIFE
XR     288  STEARNS R MURRAY              1903 Q C TECHNI
XR     276  HAYNES BARBARA B              1931 H-NURSE
RR     276  HAYNES ROYAL E JR             1928 BANKER
       277  DE LELLIS JOHN C              1926 RETIRED        SOMERVILLE
       277  DE LELLIS TINA                1937 HOUSEWIFE      SOMERVELLE
XD     279  COSSART CAROLYN R             1940 HOUSEWIFE
RD     279  COSSART WILLIAM J             1937 CHEM ENGR
XR     299  MOSHER FLORENCE A             1880 RETIRED
XV     299  WHITE LINDA F                 1904 NURS-HSKPR
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PEAKHAM CIRCLE
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XV       5  THOMAS EDWIN K                1928 ELEC ENGR
XV       3  THOMAS LORETTA W              1930 HOUSEWIFE
RV       5  THOMAS MARK                   1952 ADULT DIR
XV       9  THOMAS PETER K                1935 LAB TECH
XV      11  CRAIG GERTRUDE A              1942 H-NURSE
XV      11  CRAIG WILLIAM N               1939 COMP PROG
RR      12  HIRSCH GERTRUDE L             1920 RETIRED
XD      12  HIRSCH RICHARD F B            1929 PURCHASING
XD      17  GRIFFITH JOE H                1934 PRINCIPAL
XD      17  SNOW ROBERTA                  1944 TEACHER
XD      20  THROCKMORTON KENNETH L        1923 DEPT MGR
RV      20  THROCKMORTON KENNETH S        1952 CHEF
RD      20  THROCKMORTON ROBERT           1957 STUDENT
XD      20  THROCKMORTON SYLVIA M         1925 H-TEACHER
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PEAKHAM ROAD 237 - A238
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       237  MORRISON CRES L               1938 SALES MGR      ILLINOIS
       237  MORRISON CYNTHIA              1939 STUDENT        ILLINOIS
       237  MORRISON FRANCES              1939 HOMEMAKER      ILLINOIS
RV     242  JOHNSON EDGAR L               1928 ENGINEER
XD     242  JOHNSON ETHEL V               1920 HOUSEWIFE
XV     242  JOHNSON PAUL D                1959 STUDENT
       247  CLARK JEANNE                  1930 H-NURS AIDE                  ENGL
       247  CLARK JEROLD C                1939 STUDENT                      ENGL
       247  CLARK NICOLA A                1957 STUDENT                      ENGL
       247  CLARK RAYMOND T               1931 ELEC ENGR                    ENGL
       250  FERGUSON ELAINE L             1938 NURSES AIDE
XV     250  ROSE JAMES M                  1910 CONTRACTOR
XV     250  ROSE MARJORIE S               1928 H-SECTY
XD     255  SHERMAN FRANK R               1931 ATTORNEY
RD     255  SHERMAN JOAN BERNICE          1936 ACCOUNTANT
       259  COLE CLARANCE T               1922 FOREMAN
       259  COLE MARIE                    1928 MANAGER
XD     259  WALDEN JANETTE M              1951 INSURANCE
XR     280  STEIN ELIZABETH G             1918 HOUSEWIFE

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Includes previous address
Includes nationality

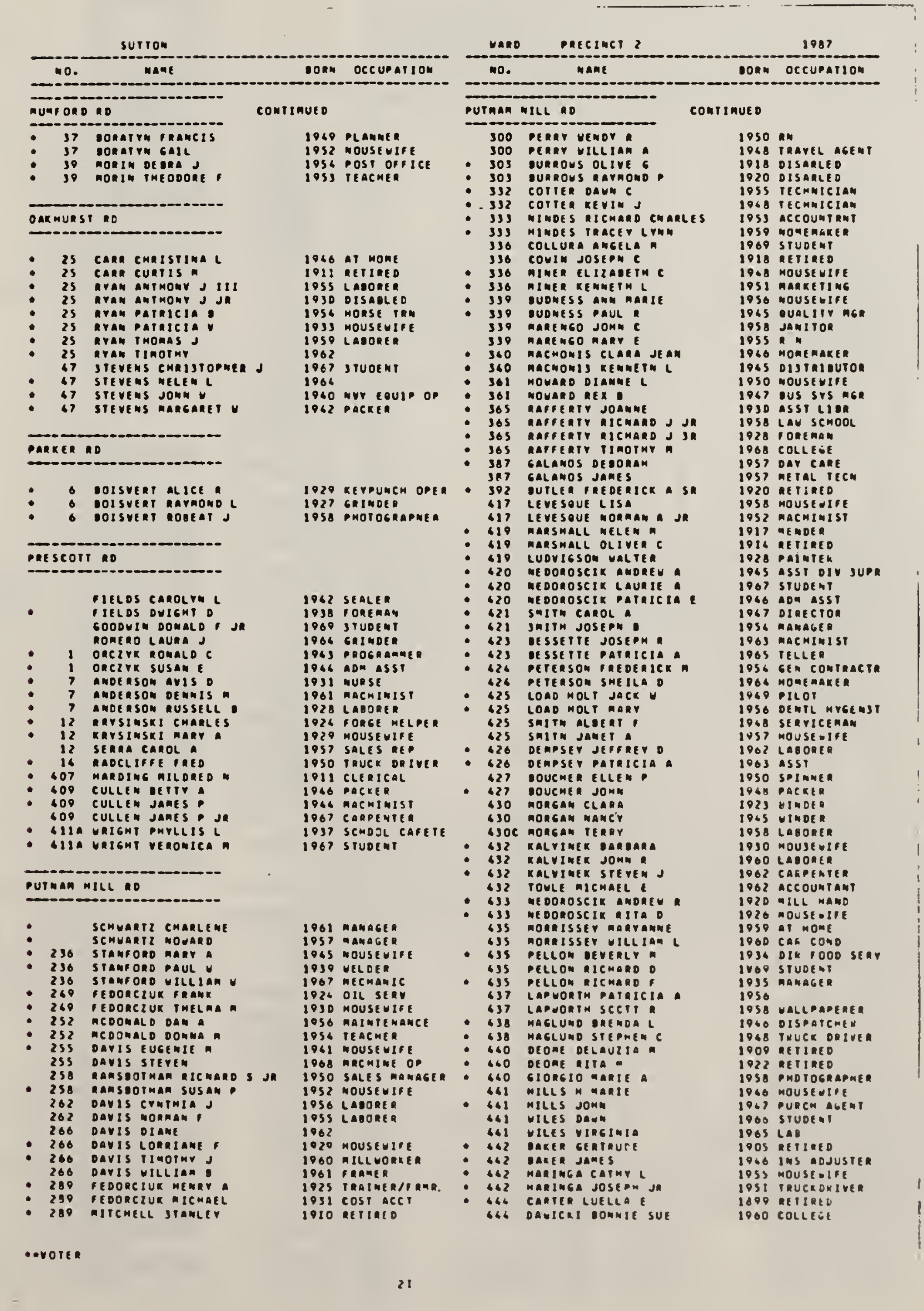
X - Voter in Water District
D - Democrat
R - Republican
V - Voter

SAMPLE STREET LIST

BY STREETS

COMPUTER PRINTOUT

PHOTO OFFSET



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           SUTTON
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    NO.          NAME                   BORN  OCCUPATION
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MUMFORD RD                        CONTINUED
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 *   37  BORATYN FRANCIS            1949 PLANNER
 *   37  BORATYN GAIL               1952 HOUSEWIFE
 *   39  MORIN DEBRA J              1954 POST OFFICE
 *   39  MORIN THEODORE F           1953 TEACHER

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OAKHURST RD
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 *   25  CARR CHRISTINA L           1946 AT HOME
 *   25  CARR CURTIS M              1911 RETIRED
 *   25  RYAN ANTHONY J III         1955 LABORER
 *   25  RYAN ANTHONY J JR          1930 DISABLED
 *   25  RYAN PATRICIA B            1954 HORSE TRN
 *   25  RYAN PATRICIA V            1933 HOUSEWIFE
 *   25  RYAN THOMAS J              1959 LABORER
 *   25  RYAN TIMOTHY               1962
     47  STEVENS CHRISTOPHER J      1967 STUDENT
 *   47  STEVENS HELEN L            1964
 *   47  STEVENS JOHN W             1940 HVY EQUIP OP
 *   47  STEVENS MARGARET W         1942 PACKER

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PARKER RD
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 *    6  BOISVERT ALICE R           1929 KEYPUNCH OPER
 *    6  BOISVERT RAYMOND L         1927 GRINDER
 *    6  BOISVERT ROBEAT J          1958 PHOTOGRAPHEA

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PRESCOTT RD
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         FIELDS CAROLYN L           1942 SEALER
 *       FIELDS DWIGHT D            1938 FOREMAN
         GOODWIN DONALD F JR        1969 STUDENT
         ROMERO LAURA J             1964 GRINDER
 *    1  ORCZYK RONALD C            1943 PROGRAMMER
 *    1  ORCZYK SUSAN E             1944 ADM ASST
 *    7  ANDERSON AVIS D            1931 NURSE
 *    7  ANDERSON DENNIS M          1961 MACHINIST
 *    7  ANDERSON RUSSELL B         1928 LABORER
 *   12  RRYSINSKI CHARLES          1924 FORGE HELPER
 *   12  KRYSINSKI MARY A           1929 HOUSEWIFE
     12  SERRA CAROL A              1957 SALES REP
 *   14  RADCLIFFE FRED             1950 TRUCK DRIVER
 *  407  HARDING MILDRED H          1911 CLERICAL
 *  409  CULLEN BETTY A             1946 PACKER
 *  409  CULLEN JAMES P             1944 MACHINIST
    409  CULLEN JAMES P JR          1967 CARPENTER
 *  411A WRIGHT PHYLLIS L           1937 SCHOOL CAFETE
 *  411A WRIGHT VERONICA M          1967 STUDENT

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PUTNAM HILL RD
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 *       SCHWARTZ CHARLENE          1961 MANAGER
 *       SCHWARTZ HOWARD            1957 MANAGER
 *  236  STANFORD MARY A            1945 HOUSEWIFE
 *  236  STANFORD PAUL W            1939 WELDER
    236  STANFORD WILLIAM W         1967 MECHANIC
 *  249  FEDORCZUK FRANK            1924 OIL SERV
 *  249  FEDORCZUK THELMA M         1930 HOUSEWIFE
 *  252  MCDONALD DAN A             1956 MAINTENANCE
 *  252  MCDONALD DONNA M           1954 TEACHER
 *  255  DAVIS EUGENIE M            1961 HOUSEWIFE
    255  DAVIS STEVEN               1968 MRCHINE OP
    258  RAMSBOTHAM RICHARD S JR    1950 SALES MANAGER
 *  258  RAMSBOTHAM SUSAN P         1952 HOUSEWIFE
    262  DAVIS CYNTHIA J            1956 LABORER
    262  DAVIS NORMAN F             1955 LABORER
    266  DAVIS DIANE                1962
 *  266  DAVIS LORRIANE F           1929 HOUSEWIFE
 *  266  DAVIS TIMOTHY J            1960 MILLWORKER
    266  DAVIS WILLIAM B            1961 FRAMER
 *  289  FEDORCIUK HENRY A          1925 TRAINER/FRMR.
 *  259  FEDORCZUK MICHAEL          1931 COST ACCT
 *  289  MITCHELL STANLEY           1910 RETIRED

*=VOTER
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    WARD     PRECINCT 2                      1987
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    NO.          NAME                   BORN  OCCUPATION
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PUTNAM HILL RD                    CONTINUED
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    300  PERRY WENDY R              1950 RN
    300  PERRY WILLIAM A            1948 TRAVEL AGENT
 *  303  BURROWS OLIVE G            1918 DISARLED
 *  303  BURROWS RAYMOND P          1920 DISARLED
 *  332  COTTER DAWN C              1955 TECHNICIAN
 *  332  COTTER KEVIN J             1948 TECHNICIAN
 *  333  HINDES RICHARD CHARLES     1953 ACCOUNTRNT
 *  333  HINDES TRACEY LYNN         1959 HOMEMAKER
    336  COLLURA ANGELA M           1969 STUDENT
    336  COWIN JOSEPH C             1918 RETIRED
 *  336  MINER ELIZABETH C          1948 HOUSEWIFE
 *  336  MINER KENNETH L            1951 MARKETING
 *  339  BUDNESS ANN MARIE          1956 HOUSEWIFE
 *  339  BUDNESS PAUL R             1945 QUALITY MGR
    339  MARENGO JOHN C             1958 JANITOR
    339  MARENGO MARY E             1955 R N
 *  340  MACHONIS CLARA JEAN        1946 HOMEMAKER
 *  340  MACHONIS KENNETH L         1945 DISTRIBUTOR
 *  361  HOWARD DIANNE L            1950 HOUSEWIFE
 *  361  HOWARD REX B               1947 BUS SYS MGR
 *  365  RAFFERTY JOANNE            1930 ASST LIBR
 *  365  RAFFERTY RICHARD J JR      1958 LAW SCHOOL
 *  365  RAFFERTY RICHARD J SR      1928 FOREMAN
 *  365  RAFFERTY TIMOTHY M         1968 COLLEGE
 *  387  GALANOS DEBORAH            1957 DAY CARE
    387  GALANOS JAMES              1957 METAL TECH
 *  392  BUTLER FREDERICK A SR      1920 RETIRED
    417  LEVESQUE LISA              1958 HOUSEWIFE
    417  LEVESQUE NORMAN A JR       1952 MACHINIST
 *  419  MARSHALL HELEN M           1917 MENDER
 *  419  MARSHALL OLIVER C          1914 RETIRED
 *  419  LUDVIGSON WALTER           1928 PAINTER
 *  420  NEDOROSCIK ANDREW A        1945 ASST DIV SUPR
 *  420  NEDOROSCIK LAURIE A        1967 STUDENT
 *  420  NEDOROSCIK PATRICIA E      1946 ADM ASST
 *  421  SMITH CAROL A              1947 DIRECTOR
 *  421  SMITH JOSEPH B             1954 MANAGER
 *  423  BESSETTE JOSEPH R          1963 MACHINIST
 *  423  BESSETTE PATRICIA A        1965 TELLER
 *  424  PETERSON FREDERICK M       1954 GEN CONTRACTR
    424  PETERSON SHEILA D          1964 HOMEMAKER
 *  425  LOAD HOLT JACK W           1949 PILOT
 *  425  LOAD HOLT MARY             1956 DENTL HYGENST
    425  SMITH ALBERT F             1948 SERVICEMAN
    425  SMITH JANET A              1957 HOUSEWIFE
 *  426  DEMPSEY JEFFREY D          1962 LABORER
 *  426  DEMPSEY PATRICIA A         1963 ASST
    427  BOUCHER ELLEN P            1950 SPINNER
 *  427  BOUCHER JOHN               1948 PACKER
    430  MORGAN CLARA               1923 WINDER
    430  MORGAN NANCY               1945 WINDER
    430C MORGAN TERRY               1958 LABORER
 *  432  KALVINEK BARBARA           1930 HOUSEWIFE
 *  432  KALVINEK JOHN R            1960 LABORER
 *  432  KALVINEK STEVEN J          1962 CARPENTER
    432  TOWLE MICHAEL E            1962 ACCOUNTANT
 *  433  NEDOROSCIK ANDREW R        1920 MILL HAND
 *  433  NEDOROSCIK RITA D          1926 HOUSEWIFE
    435  MORRISSEY MARYANNE         1959 AT HOME
    435  MORRISSEY WILLIAM L        1960 CAR COND
 *  435  PELLON BEVERLY M           1934 DIR FOOD SERV
    435  PELLON RICHARD D           1969 STUDENT
 *  435  PELLON RICHARD F           1935 MANAGER
    437  LAPWORTH PATRICIA A        1956
    437  LAPWORTH SCOTT R           1958 WALLPAPERER
 *  438  HAGLUND BRENDA L           1946 DISPATCHER
 *  438  HAGLUND STEPHEN C          1948 TRUCK DRIVER
 *  440  DEOME DELAUZIA M           1909 RETIRED
 *  440  DEOME RITA M               1922 RETIRED
 *  440  GIORGIO MARIE A            1958 PHOTOGRAPHER
    441  HILLS H MARIE              1946 HOUSEWIFE
 *  441  HILLS JOHN                 1947 PURCH AGENT
    441  WILES DAWN                 1966 STUDENT
    441  WILES VIRGINIA             1965 LAB
 *  442  BAKER GERTRUDE             1905 RETIRED
 *  442  BAKER JAMES                1946 INS ADJUSTER
 *  442  HARINGA CATHY L            1955 HOUSEWIFE
 *  442  HARINGA JOSEPH JR          1951 TRUCKDRIVER
 *  444  CARTER LUELLA E            1899 RETIRED
    444  DAWICKI BONNIE SUE         1960 COLLEGE
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21

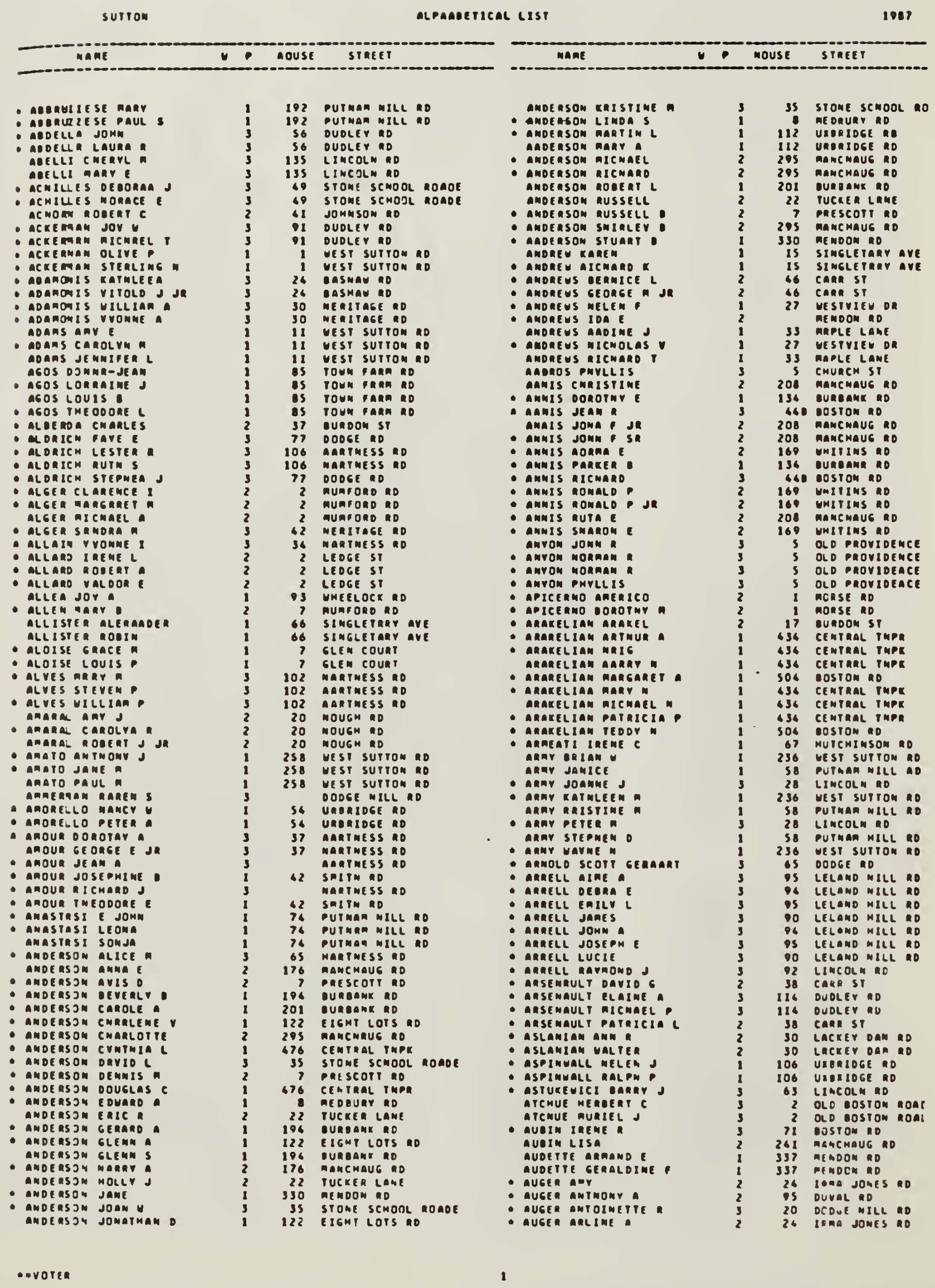
Includes year of birth

SAMPLE STREET LIST

ALPHABETICAL SECTION

COMPUTER PRINTOUT

PHOTO OFFSET



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          SUTTON                                  ALPHABETICAL LIST                                     1987

              NAME                     W  P   HOUSE    STREET

• ABBRUIIESE MARY                         1     192   PUTNAM HILL RD
• ABBRUZZESE PAUL S                       1     192   PUTNAM HILL RD
• ABDELLA JOHN                            3      56   DUDLEY RD
• ABDELLA LAURA R                         3      56   DUDLEY RD
  ABELLI CHERYL M                         3     135   LINCOLN RD
  ABELLI MARY E                           3     135   LINCOLN RD
• ACHILLES DEBORAH J                      3      49   STONE SCHOOL ROADE
• ACHILLES HORACE E                       3      49   STONE SCHOOL ROADE
  ACHORN ROBERT C                         2      41   JOHNSON RD
• ACKERMAN JOY W                          3      91   DUDLEY RD
• ACKERMAN MICHAEL T                      3      91   DUDLEY RD
• ACKERMAN OLIVE P                        1       1   WEST SUTTON RD
• ACKERMAN STERLING H                     1       1   WEST SUTTON RD
• ADAMONIS KATHLEEA                       3      24   BASHAW RD
• ADAMONIS VITOLD J JR                    3      24   BASHAW RD
• ADAMONIS WILLIAM A                      3      30   HERITAGE RD
• ADAMONIS YVONNE A                       3      30   HERITAGE RD
  ADAMS AMY E                             1      11   WEST SUTTON RD
• ADAMS CAROLYN M                         1      11   WEST SUTTON RD
  ADAMS JENNIFER L                        1      11   WEST SUTTON RD
  AGOS DONNA-JEAN                         1      85   TOWN FARM RD
• AGOS LORRAINE J                         1      85   TOWN FRRM RD
  AGOS LOUIS B                            1      85   TOWN FARM RD
• AGOS THEODORE L                         1      85   TOWN FARM RD
• ALBERDA CHARLES                         2      37   BURDON ST
• ALDRICH FAYE E                          3      77   DODGE RD
• ALDRICH LESTER R                        3     106   HARTNESS RD
• ALDRICH RUTH S                          3     106   HARTNESS RD
• ALDRICH STEPHEA J                       3      77   DODGE RD
• ALGER CLARENCE I                        2       2   MUMFORD RD
• ALGER MARGRRET M                        2       2   MUMFORD RD
  ALGER MICHAEL A                         2       2   MUMFORD RD
• ALGER SRNDRA M                          3      42   HERITAGE RD
• ALLAIN YVONNE I                         3      34   HARTNESS RD
• ALLARD IRENE L                          2       2   LEDGE ST
• ALLARD ROBERT A                         2       2   LEDGE ST
• ALLARD VALDOR E                         2       2   LEDGE ST
  ALLEA JOY A                             1      93   WHEELOCK RD
• ALLEN MARY B                            2       7   MUMFORD RD
  ALLISTER ALERAADER                      1      66   SINGLETRRY AVE
  ALLISTER ROBIN                          1      66   SINGLETARY AVE
• ALOISE GRACE M                          1       7   GLEN COURT
• ALOISE LOUIS P                          1       7   GLEN COURT
• ALVES MRRY M                            3     102   HARTNESS RD
  ALVES STEVEN P                          3     102   HARTNESS RD
• ALVES WILLIAM P                         3     102   HARTNESS RD
  AMARAL AMY J                            2      20   HOUGH RD
• AMARAL CAROLYA R                        2      20   HOUGH RD
  AMARAL ROBERT J JR                      2      20   HOUGH RD
• AMATO ANTHONY J                         1     258   WEST SUTTON RD
• AMATO JANE M                            1     258   WEST SUTTON RD
  AMATO PAUL M                            1     258   WEST SUTTON RD
  AMMERMAN RAREN S                        3           DODGE HILL RD
• AMORELLO NANCY W                        1      54   URBRIDGE RD
• AMORELLO PETER A                        1      54   URBRIDGE RD
• AMOUR DOROTAY A                         3      37   HARTNESS RD
  AMOUR GEORGE E JR                       3      37   HARTNESS RD
• AMOUR JEAN A                            3           HARTNESS RD
• AMOUR JOSEPHINE B                       1      42   SMITH RD
• AMOUR RICHARD J                         3           HARTNESS RD
• AMOUR THEODORE E                        1      42   SMITH RD
• ANASTRSI E JOHN                         1      74   PUTNAM HILL RD
• ANASTASI LEONA                          1      74   PUTNAM HILL RD
  ANASTRSI SONJA                          1      74   PUTNAM HILL RD
• ANDERSON ALICE M                        3      65   HARTNESS RD
  ANDERSON ANNA E                         2     176   MANCHAUG RD
• ANDERSON AVIS D                         2       7   PRESCOTT RD
• ANDERSON BEVERLY B                      1     194   BURBANK RD
• ANDERSON CAROLE A                       1     201   BURBANK RD
• ANDERSON CHRRLENE V                     1     122   EIGHT LOTS RD
• ANDERSON CHARLOTTE                      2     295   MANCHRUG RD
• ANDERSON CYNTHIA L                      1     476   CENTRAL TNPK
• ANDERSON DRVID L                        3      35   STONE SCHOOL ROADE
• ANDERSON DENNIS M                       2       7   PRESCOTT RD
• ANDERSON DOUGLAS C                      1     476   CENTRAL TNPR
• ANDERSON EDWARD A                       1       8   MEDBURY RD
  ANDERSON ERIC R                         2      22   TUCKER LANE
• ANDERSON GERARD A                       1     194   BURBANK RD
• ANDERSON GLENN A                        1     122   EIGHT LOTS RD
  ANDERSON GLENN S                        1     194   BURBANK RD
• ANDERSON HARRY A                        2     176   MANCHAUG RD
  ANDERSON HOLLY J                        2      22   TUCKER LANE
• ANDERSON JANE                           1     330   MENDON RD
• ANDERSON JOAN W                         3      35   STONE SCHOOL ROADE
  ANDERSON JONATHAN D                     1     122   EIGHT LOTS RD

              NAME                     W  P   HOUSE    STREET

  ANDERSON KRISTINE M                     3      35   STONE SCHOOL RD
• ANDERSON LINDA S                        1       8   MEDBURY RD
• ANDERSON MARTIN L                       1     112   UXBRIDGE RB
  AADERSON MARY A                         1     112   URBRIDGE RD
• ANDERSON MICHAEL                        2     295   MANCHAUG RD
• ANDERSON RICHARD                        2     295   MANCHAUG RD
  ANDERSON ROBERT L                       1     201   BURBANK RD
  ANDERSON RUSSELL                        2      22   TUCKER LRNE
• ANDERSON RUSSELL B                      2       7   PRESCOTT RD
• ANDERSON SHIRLEY B                      2     295   MANCHAUG RD
• AADERSON STUART B                       1     330   MENDON RD
  ANDREW KAREN                            1      15   SINGLETARY AVE
• ANDREW AICHARD K                        1      15   SINGLETRRY AVE
• ANDREWS BERNICE L                       2      46   CARR ST
• ANDREWS GEORGE M JR                     2      46   CARR ST
• ANDREWS HELEN F                         1      27   WESTVIEW DR
• ANDREWS IDA E                           2           MENDON RD
  ANDREWS AADINE J                        1      33   MRPLE LANE
• ANDREWS NICHOLAS V                      1      27   WESTVIEW DR
  ANDREWS RICHARD T                       1      33   MAPLE LANE
  AADROS PHYLLIS                          3       5   CHURCH ST
  AANIS CHRISTINE                         2     208   MANCHAUG RD
• ANNIS DOROTHY E                         1     134   BURBANK RD
• AANIS JEAN R                            3     44B   BOSTON RD
  ANAIS JOHA F JR                         2     208   MANCHAUG RD
• ANNIS JOHN F SR                         2     208   MANCHAUG RD
• ANNIS AORMA E                           2     169   WHITINS RD
• ANNIS PARKER B                          1     134   BURBANR RD
• ANNIS RICHARD                           3     44B   BOSTON RD
• ANNIS RONALD P                          2     169   WHITINS RD
• ANNIS RONALD P JR                       2     169   WHITINS RD
• ANNIS RUTA E                            2     208   MANCHAUG RD
• ANNIS SHARON E                          2     169   WHITINS RD
  ANYON JOHN R                            3       5   OLD PROVIDENCE
• ANYON NORMAN R                          3       5   OLD PROVIDENCE
• ANYON NORMAN R                          3       5   OLD PROVIDEACE
• ANYON PHYLLIS                           3       5   OLD PROVIDEACE
• APICERNO AMERICO                        2       1   MORSE RD
• APICERNO BOROTHY M                      2       1   MORSE RD
• ARAKELIAN ARAKEL                        2      17   BURDON ST
• ARARELIAN ARTHUR A                      1     434   CENTRAL TNPR
• ARAKELIAN HRIG                          1     434   CENTRAL TNPK
  ARARELIAN AARRY H                       1     434   CENTRRL TNPK
• ARARELIAN MARGARET A                    1     504   BOSTON RD
• ARAKELIAA MARY H                        1     434   CENTRAL TNPK
  ARAKELIAN MICHAEL H                     1     434   CENTRAL TNPK
• ARAKELIAN PATRICIA P                    1     434   CENTRAL TNPR
• ARAKELIAN TEDDY H                       1     504   BOSTON RD
• ARMEATI IRENE C                         1      67   HUTCHINSON RD
  ARMY BRIAN W                            1     236   WEST SUTTON RD
  ARMY JANICE                             1      58   PUTNAM HILL AD
• ARMY JOANNE J                           3      28   LINCOLN RD
• ARMY KATHLEEN M                         1     236   WEST SUTTON RD
  ARMY RRISTINE M                         1      58   PUTNAM HILL RD
• ARMY PETER M                            3      28   LINCOLN RD
  ARMY STEPHEN D                          1      58   PUTNAM HILL RD
• ARMY WAYNE H                            1     236   WEST SUTTON RD
• ARNOLD SCOTT GERAART                    3      65   DODGE RD
• ARRELL AIME A                           3      95   LELAND HILL RD
• ARRELL DEBRA E                          3      94   LELAND HILL RD
• ARRELL EMILY L                          3      95   LELAND HILL RD
• ARRELL JAMES                            3      90   LELAND HILL RD
• ARRELL JOHN A                           3      94   LELAND HILL RD
• ARRELL JOSEPH E                         3      95   LELAND HILL RD
• ARRELL LUCIE                            3      90   LELAND HILL RD
• ARRELL RAYMOND J                        3      92   LINCOLN RD
• ARSENRULT DAVID G                       2      38   CARR ST
• ARSENAULT ELAINE A                      3     114   DUDLEY RD
• ARSENAULT MICHAEL P                     3     114   DUDLEY RD
• ARSENAULT PATRICIA L                    2      38   CARR ST
• ASLANIAN ANN R                          2      30   LACKEY DAM RD
• ASLANIAN WALTER                         2      30   LRCKEY DAM RD
• ASPINWALL HELEN J                       1     106   UXBRIDGE RD
• ASPINWALL RALPH P                       1     106   UXBRIDGE RD
• ASTUKEWICI BARRY J                      3      63   LINCOLN RD
  ATCHUE HERBERT C                        3       2   OLD BOSTON ROAD
  ATCHUE MURIEL J                         3       2   OLD BOSTON ROAD
• AUBIN IRENE R                           3      71   BOSTON RD
  AUBIN LISA                              2     241   MANCHAUG RD
  AUDETTE ARMAND E                        1     337   MENDON RD
  AUDETTE GERALDINE F                     1     337   MENDON RD
• AUGER AMY                               2      24   IRMA JONES RD
• AUGER ANTHONY A                         2      95   DUVAL RD
• AUGER ANTOINETTE R                      3      20   DODGE HILL RD
• AUGER ARLINE A                          2      24   IRMA JONES RD

*=VOTER                                      1
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SAMPLE VOTING LIST

COMMERCIALLY PRINTED

17" X 22"

TOWN OF ROCKPORT - PRECINCT 1

QUALIFIED VOTERS - 1986

SHEET ONE

ANDREW'S HOLLOW

Mears, Eric Loring
Mears, Nancy P.
D Sayre, Robert E
D Sayre, Virginia E.

BAY RIDGE LANE

D Coen, Catherine F.
D Coen, Mary R.
Weaver, M. Elizabeth
R 2 Adomshick, Barbara
R 2 Adomshick, Gerald

BLUEBERRY LANE

Garlick, Esther I.
Garlick, Lester J., Jr
D MacIsaac, Alfred, Jr.

BOULDER TOP

4 Caffarella, Edward P
4 Caffarella, Ethel A
R Geenan, Dorothy M
D 7 Geenan, John F
R Geenan, Richard I
Kielinen, Rachel M.
Knight, Jane L.
Knight, Richard N

BREAKWATER AVENUE

6½ Fisher, Robert F
D 6½ Struman, Jane E
R 10 Ferazzi, Aldo J.
10 Ferazzi, Laura M
10 Ferazzi, Peter J
10 Poole, Patricia A
R 12 Peterson, Virginia
D 12 Peterson, William L.
D 14 Cooney, James E.
D 14 Cooney, Linda Olson
R 14 Olson, Arthur L.
14 Olson, Helvi H
R 14r Peterson, Uno A.

CASTLE LANE

R 2 Hillier, Doris A.
D Parsons, Sandra Starr

CATHEDRAL AVENUE

• • •

36 Lorentzen, Bruce K.
36 Lorentzen, Doreen
36 Lorentzen, Sandra
D 36 Munroe, Alice A.
D 36 Munroe, Arthur J.
38 Parisi, Allison M.
D 38 Parisi, James A.
38 Parisi, James A., Jr.
38 Parisi, Rebecca A.
40 Catania, Deborah R.
D 42 Stroman, Cynthia L.
D 42 Stroman, Mark J.
43 Sax, Eric
D 43 Sax, Eric S.
43 Sax, Phyllis J.
43a Balzarini, Edith E.
43a Balzarini, John J.
D 44 Handel, Martha L.
D 44 Handel, Robert D
D 45 Balzarini, Ernestine
D 45 Balzarini, Martin
46 Collins, Leslie C
D 47 Balzarini, Rose G.
D 47 Isaacsen, Carolyn J
D 47 Isaacsen, Gerald A.
D 48 Cunha, David A
48 Cunha, Linda M
D 48 Cunha, Sandra
R 49 Patten, Lydia M.
R 50 Luster, Viena
D 52 White, Yolanda M.
54 Goddard, Barbara S.
D 54 Goddard, Geoffrey R.
56 Pieroway, Lester G.
56 Pieroway, Rose T
D 58 Aspesi, Dorothy D.
D 58 Aspesi, Robert P.
58 Aspesi, William P.
63 Wancheck, Frank R.
63 Wancheck, Nancy
D 63a Furler, Lynn C.
D 63a Troutman, Courtland J. W
64 Speck, Barbara
64 Speck, Francis W
67 Garlick, Lester J.
67 Garlick, Violet E.
R 67a Anderson, Mary
67a Trasoline, Armand F.
67a Trasoline, Dawn B
69 Minasian, Charlotte A.
D 69 Minasian, Peter F.
D 77 Hale, Patricia A.

74 Underwood, Genevra C.
R 76 Blatchford, Elizabeth
R 79 Ruth, Cynthia N.
79 Ruth, Jennie A.
R 79 Ruth, Robert A.
R 81 Havran, Jeanne E.
R 81 Havran, Philip S.
R 81 Havran, Suzanne
R 82 Riegel, Elizabeth P.
D 83 Spina, Dona J.
D 83 Webster, Kathryne B.
84 Matera, Barbara E.
84 Matera, Norbert
R 84r Graves, Sally E.
R 84r Graves, Weston O.
D 85 Heslin, Alice Mae
D 85 Heslin, John M.
D 85 Keating, Judith L.
85 Keating, Keith A.
85 Santore, Aleta
D 85r Handman, Sue E.
86 Anderson, Virginia M.
D 86 Jenko, Suzanne
R 87 Caswell, Heidi A.
D 88 Sepich, Anna S.
D 88 Sepich, Peter Albin
R 90 Whittaker, Alice Appleton
R 90 Whittaker, Edgar F., Jr
R 90 Whittaker, Harriet Appleton
R 90 Whittaker, John B.
R 90 Whittaker, Russell A.
D 92 Jacobs, Ruth
R 92 Seppala Albert M
R 92 Seppala, Miriam B.
R 92 Seppala, Miriam Colburn
93 George, Ruth C.
R 94 Wiberg, Margaret
D 95 Arsenian, Jean M
D 95 Arsenian, John
95 Arsenian, John Toby
95a Harvey, Phyllis E.
99 Arsenian, Michael
100 Parsons, Mildred E.
100 Parsons, Raymond A.
101 St John, Dennis R.
D 102 Cocotas, Stephen C.
102 Holm, Dorothy E.
D 103 Smith, Hugh H.
D 103 Smith, Paul D
D 103½ Hardy, Carolyn W.
D 103½ Hardy, Roger A.
105 Irwin, Norman J.

157 Blake, Daniel M.
157 Mahoney, Cherie R.
157 Mahoney, Daniel R.
157 Mahoney, Richard M.
157r Blake, Jackie Ann
157r Blake, James E.
157r David, Susan
158 Currier, C. Dean
158 Currier, Doreen Renee
158 Currier, Dorothy J.
159 Holm, Rachael M.
159 Watters, Martha S.
159 Watters, Theodore C.
161 Paquette, Eugene M.
162 Polisson, Michael
162 Polisson, Nancy B.
R 163a Oliver, Leona M
163a Oliver, Robert W.
165 Casler, Pamela
165 Demeri, Domenic F
166 Mansfield, Martin J., Jr
167 Ludwig, Kirstie
167 Salmon, Deborah A
R [illegible] Saarinen, Ruth H.
R 168 Enos, Allie M
168 Enos, Elizabeth
R 168 Enos, Joseph A
168 Enos, Joseph A., Jr
R 168 Mattson, Hilda M.
169 Olson, Kathleen
169a Hogan, John W
170½ Baker, Betsy
170½ Burdett, Christine
170½ Burdett, Melissa
D 170½ Dowd, Jim P
D 170½ Wishart, Nancy
172 Kaye, Judy
D 172 Osmond, Gregory Alan
172 Ouellette, Paula M
172 Ouelette, Richard B.
172 Wilkie, Krissie J.
174 Haworth, Judith
D 176r Anderson, Margaret E.
176r Anderson, Meredith
D 176r Anderson, Robert J.
R 178 Hultin, Elizabeth M
178 Hultin, Herbert O
178 Hultin, Katherine M.
R 178 Hultin, Marie C.
178 Hultin, Stephen O.
D 180 Pitts, John A.
D 182 Anderson, Scott R.

D 227 Merchant, Carol S.
R 227 Merchant, Richard G.
227 Miller, Lisa C.
230 Robinson, Dianne K.
R 230 Robinson, Stephen J.
R 231 Williams, Carmela
R 231 Williams, Woodbury, Jr.
D 233a Korpi, John J.
D 234 Morris, Alexandar H.
235 Anderson, Mary B
R 235 Anderson, Rudolph E.
237 Mulholland, John D.
237 Mulholland, Patricia R.
237a Mackey, Emil N., III
239 Kielinan, John N.
239 Kielinen, Susan M.
R 239 Kielinen, Sylvia W.
241 Bernard, Robert A.
241 Bernard, Shirley P.
242 Ward, Sandra
D 243 Waller, Marvin
D 243 Waller, Patricia W.
D 244 Anderson, Douglas J.
D 244 Anderson, Faye J.
D 244 Anderson, Judith C.
D 244 Anderson, Robert G.
246 Johnson, Linda K.
246 Johnson, Roy V. H.
247 Roller, Heinz K.
D 247 Roller, June R
248 Bowman, George L.
253 Towle, Marion E.
255 Balzarini, Amelia M.
255 Balzarini, Mary S.
D 257 Hann, Ina B.
D 257 Hahn, Lauri
R 259 Matheson, Robert W.
259 Turner, Charles T.
265 Humlin, Edith M.
265 Humlin, Edwin J
R 269 Capillo, Josephine M.
R 269 Polloni, Mafalda E.
R 271 Polloni, Della
R 271 Polloni, Dominic
R 271 Polloni, William A.
D 277 Lown, Wilbour C.
R 283 Mappelli, Josephine
293 Balzarini, Susan R.
293 Balzarini, William J.
323 Sanidas, Carole J
D 330 Sampson, Carol A.
330 Sampson, Lauren E.

SAMPLE VOTING LIST

COMPUTER PRINTOUT

8½" X 11"

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    AS OF 06/01/88 LIST OF VOTER OF TOWN OF MIDTOWN  PRECINCT 1

ADAMS ST                              BAKER ST (CONT)
D_____     3     BOYLE BARBARA J      U_____     39A    FALEK LOJIS H
D_____     3     BOYLE GERARD P       D_____     39B    HABERT KARIN A
R_____     4     KENNEY CATHERINE L   D_____     39B    STEEVES DEBORAH R
R_____     4     KENNEY EDWARD M      U_____     39D    CHEW BEVERLY R
U_____     4     KENNEY KAREN L       U_____     40     GRAVINA FLORENCE L
U_____     4     KENNEY THOMAS E      R_____     42     MAGUIRE ANNA M
D_____    10     SAVAS AIDA LUZ       R_____     42     MAGUIRE THOMAS J
D_____    10     SAVAS JAMES M        R_____     42     MAGUIRE THOMAS J JR
U_____    11     WAGNER DANIEL J JR   U_____     43     PECORA JOANNA
D_____    11     WAGNER REGINA M      U_____     43     PECORA RALPH F
U_____    16     DIRAN LARRY R        U_____     49     SACCA ANTHONY
U_____    16     DIRAN LINDA L        D_____     49     SACCA ANTHONY J
U_____    17     RISSMILLER DAVID G   U_____     49     SACCA LOUISE A
D_____    17     RISSMILLER PATRICIA  D_____     49     SACCA WILLIAM R
U_____    22     CONLEY JAMES P       U_____     50     MANFREDI NATALE L
U_____    22     CONLEY LEO J         U_____     50     MANFREDI PRUDENCE M
R_____    22     CONLEY LEO J JR      D_____     55     BRUNO JOSEPH J
U_____    22     CONLEYMARJORIE H     D_____     55     BRUNO VINCENZA
U_____    22     CONLEY MICHAEL J     D_____     55     BRUNO VIRGINIA A
R_____    23     GETCHELL CARROLL F   U_____     58     PERICO CONCETTA M
R_____    23     GETCHELL GRACE H     U_____     58     PERICO JOSEPH J
U_____    28     LOW FRANCIS E        U_____     59     DI GIOVANNI JOSEPHINE
D_____    28     LOW NATALIE S        U_____     60     GRANGIONI MARYANN
                                      D_____     60     GRANGIONI SPARTCO L
BAKER ST                              U_____     66     KAUFMAN THERESA M
D_____    15     SPILLANE JANICE M    U_____     68     WASSMAN ANGELINA
D_____    15     SPILLANE SEAN        U_____     68     WASSMAN GORDON W
U_____    16     MC DONOUGH MARY G    D_____     70     MARCHISIO CHRIS J
U_____    18     HABERT DORIS         D_____     72     MANJOURIDES DEBRA
...                                   ...
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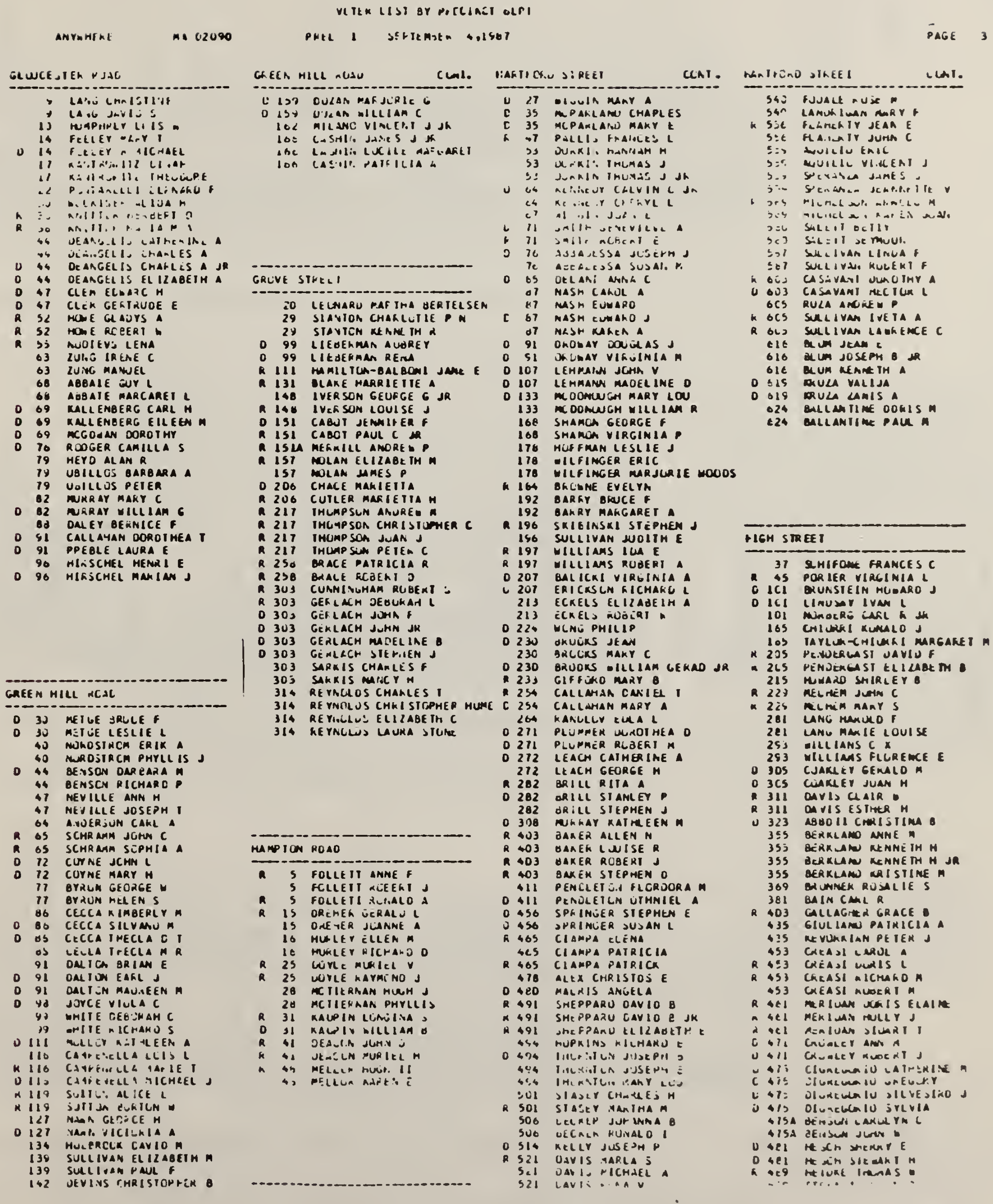
Note: The line after party enrollment provides space for the election officers to check those who vote.

SAMPLE VOTING LIST

COMPUTER PRINTOUT

15" X 17"



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VOTER LIST BY PRECINCT [illegible]

ANYWHERE        MA 02090        PREC  1    SEPTEMBER  4,1987        PAGE  3

GLOUCESTER ROAD
------------------------------
      9  LANG CHRISTINE
      9  LANG DAVID S
     13  HUMPHREY LOIS M
     14  FEELEY MARY T
  D  14  FEELEY MICHAEL
     17  KANTROWITZ [illegible]
     17  KANTROWITZ THEODORE
     22  [illegible] LEONARD F
     30  [illegible] ALIDA H
  R  30  KNITTER HERBERT D
  R  30  KNITTER [illegible]
     44  DEANGELIS CATHERINE A
     44  DEANGELIS CHARLES A
  D  44  DEANGELIS CHARLES A JR
  D  44  DEANGELIS ELIZABETH A
  D  47  CLEM EDWARD H
  D  47  CLEM GERTRUDE E
  R  52  HOWE GLADYS A
  R  52  HOWE ROBERT W
  R  55  NUDIEVS LENA
     63  ZUNG IRENE C
     63  ZUNG MANUEL
     68  ABBATE GUY L
     68  ABBATE MARGARET L
  D  69  KALLENBERG CARL H
  D  69  KALLENBERG EILEEN M
  D  69  MCGOWAN DOROTHY
  D  76  RODGER CAMILLA S
     79  HEYD ALAN R
     79  UBILLOS BARBARA A
     79  UBILLOS PETER
     82  MURRAY MARY C
  D  82  MURRAY WILLIAM G
     88  DALEY BERNICE F
  D  91  CALLAHAN DOROTHEA T
  D  91  PPEBLE LAURA E
     96  HIRSCHEL HENRI E
  D  96  HIRSCHEL MARIAN J

------------------------------
GREEN HILL ROAD
------------------------------
  D  30  METGE BRUCE F
  D  30  METGE LESLIE L
     40  NORDSTROM ERIK A
     40  NORDSTROM PHYLLIS J
  D  44  BENSON BARBARA M
     44  BENSON RICHARD P
     47  NEVILLE ANN H
     47  NEVILLE JOSEPH T
     64  ANDERSON CARL A
  R  65  SCHRAMM JOHN C
  R  65  SCHRAMM SOPHIA A
  D  72  COYNE JOHN L
  D  72  COYNE MARY H
     77  BYRON GEORGE W
     77  BYRON HELEN S
     86  CECCA KIMBERLY M
  D  86  CECCA SILVANO M
  D  86  CECCA THECLA C T
     86  CECCA THECLA M R
     91  DALTON BRIAN E
  D  91  DALTON EARL J
  D  91  DALTON MAUREEN M
  D  98  JOYCE VIOLA C
     99  WHITE DEBORAH C
     99  WHITE RICHARD S
  D 111  MULLOY KATHLEEN A
    116  CAMPENELLA LOIS L
  R 116  CAMPENELLA MARIE T
  D 116  CAMPENELLA MICHAEL J
  R 119  SUTTON ALICE L
  R 119  SUTTON BURTON W
    127  NASH GEORGE H
  D 127  NASH VICTORIA A
    134  HOLBROOK DAVID M
    139  SULLIVAN ELIZABETH M
    139  SULLIVAN PAUL F
    142  DEVINS CHRISTOPHER B

GREEN HILL ROAD               CONT.
------------------------------
  D 159  DUZAN MARJORIE G
  D 159  DUZAN WILLIAM C
    162  MILANO VINCENT J JR
    166  CASHIN JAMES J JR
    166  CASHIN LUCILLE MARGARET
    166  CASHIN PATRICIA A

------------------------------
GROVE STREET
------------------------------
     20  LEONARD MARTHA BERTELSEN
     29  STANTON CHARLOTTE P N
     29  STANTON KENNETH R
  D  99  LIEBERMAN AUBREY
  D  99  LIEBERMAN RENA
  R 111  HAMILTON-BALBONI JANE E
  R 131  BLAKE HARRIETTE A
    148  IVERSON GEORGE G JR
  R 148  IVERSON LOUISE J
  D 151  CABOT JENNIFER F
  R 151  CABOT PAUL C JR
  R 151A MERRILL ANDREW P
  R 157  NOLAN ELIZABETH M
    157  NOLAN JAMES P
  D 206  CHACE MARIETTA
  R 206  CUTLER MARIETTA H
  R 217  THOMPSON ANDREW R
  R 217  THOMPSON CHRISTOPHER C
  R 217  THOMPSON JOAN J
  R 217  THOMPSON PETER C
  R 258  BRACE PATRICIA R
  R 258  BRACE ROBERT D
  R 303  CUNNINGHAM ROBERT S
  R 303  GERLACH DEBORAH L
  D 303  GERLACH JOHN F
  D 303  GERLACH JOHN JR
  D 303  GERLACH MADELINE B
  D 303  GERLACH STEPHEN J
    303  SARKIS CHARLES F
    303  SARKIS NANCY H
    314  REYNOLDS CHARLES T
    314  REYNOLDS CHRISTOPHER HUME
    314  REYNOLDS ELIZABETH C
    314  REYNOLDS LAURA STONE

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HAMPTON ROAD
------------------------------
  R   5  FOLLETT ANNE F
      5  FOLLETT ROBERT J
  R   5  FOLLETT RONALD A
  R  15  DREHER GERALD L
     15  DREHER JOANNE A
     16  HURLEY ELLEN M
     16  HURLEY RICHARD D
  R  25  DOYLE MURIEL V
  R  25  DOYLE RAYMOND J
     28  MCTIERNAN HUGH J
     28  MCTIERNAN PHYLLIS
  R  31  KAUPIN LONGINA S
  D  31  KAUPIN WILLIAM B
  R  41  DEACON JOHN D
  R  41  DEACON MURIEL H
  R  45  MELLOR HUGH II
     45  MELLOR KAREN E
------------------------------

HARTFORD STREET               CONT.
------------------------------
  D  27  BIGGIN MARY A
  D  35  MCPARLAND CHARLES
  D  35  MCPARLAND MARY E
  R  47  PALLIS FRANCES L
     53  DURKIN HANNAH H
     53  DURKIN THOMAS J
     53  DURKIN THOMAS J JR
  D  64  KENNEDY CALVIN C JR
     64  KENNEDY CHERYL L
     67  [illegible]
  D  71  SMITH GENEVIEVE A
  R  71  SMITH ROBERT E
  D  76  ABBADESSA JOSEPH J
     76  ABBADESSA SUSAN M
  D  85  DELANI ANNA C
     87  NASH CAROL A
     87  NASH EDWARD
  D  87  NASH EDWARD J
     87  NASH KAREN A
  D  91  ORDWAY DOUGLAS J
  D  91  ORDWAY VIRGINIA M
  D 107  LEHMANN JOHN V
  D 107  LEHMANN MADELINE D
  D 133  MCDONOUGH MARY LOU
    133  MCDONOUGH WILLIAM R
    168  SHAMON GEORGE F
    168  SHAMON VIRGINIA P
    178  HOFFMAN LESLIE J
    178  WILFINGER ERIC
    178  WILFINGER MARJORIE WOODS
  R 184  BROWNE EVELYN
    192  BARRY BRUCE F
    192  BARRY MARGARET A
  R 196  SKIBINSKI STEPHEN J
    196  SULLIVAN JUDITH E
  R 197  WILLIAMS IDA E
  R 197  WILLIAMS ROBERT A
  D 207  BALICKI VIRGINIA A
  D 207  ERICKSON RICHARD L
    213  ECKELS ELIZABETH A
    213  ECKELS ROBERT W
  D 224  WONG PHILIP
  D 230  BROOKS JEAN
    230  BROOKS MARY C
  D 230  BROOKS WILLIAM GERAD JR
  R 233  GIFFORD MARY B
  R 254  CALLAHAN DANIEL T
  D 254  CALLAHAN MARY A
    264  [illegible] EULA L
  D 271  PLUMMER DOROTHEA D
  D 271  PLUMMER ROBERT M
  D 272  LEACH CATHERINE A
    272  LEACH GEORGE H
  R 282  BRILL RITA A
  D 282  BRILL STANLEY P
    282  BRILL STEPHEN J
  D 308  MURRAY KATHLEEN M
  R 403  BAKER ALLEN N
  R 403  BAKER LOUISE R
  R 403  BAKER ROBERT J
  R 403  BAKER STEPHEN D
    411  PENDLETON FLORDORA M
  D 411  PENDLETON OTHNIEL A
  D 456  SPRINGER STEPHEN E
  D 456  SPRINGER SUSAN L
  R 465  CIAMPA ELENA
    465  CIAMPA PATRICIA
  R 465  CIAMPA PATRICK
    478  ALEX CHRISTOS E
  D 480  MACRIS ANGELA
  R 491  SHEPPARD DAVID B
  R 491  SHEPPARD DAVID B JR
  R 491  SHEPPARD ELIZABETH E
    494  HOPKINS RICHARD E
  D 494  THORNTON JOSEPH S
    494  THORNTON JOSEPH E
    494  THORNTON MARY LOU
    501  STASEY CHARLES H
  R 501  STASEY MARTHA M
    506  DECKER JOHANNA B
    506  DECKER RONALD I
  D 514  KELLY JOSEPH P
  R 521  DAVIS MARLA S
    521  DAVIS MICHAEL A
    521  DAVIS [illegible] V

HARTFORD STREET               CONT.
------------------------------
    543  FUDALE ROSE M
    549  LANDRIGAN MARY F
  R 556  FLAHERTY JEAN E
    556  FLAHERTY JOHN C
    559  AGUILLO ERIC
    559  AGUILLO VINCENT J
    559  SPERANZA JAMES J
    559  SPERANZA JEANNETTE V
  R 565  MICHELSON ARNOLD M
    569  MICHELSON KAREN JOAN
    580  SALETT BETTY
    580  SALETT SEYMOUR
    587  SULLIVAN LINDA F
    587  SULLIVAN ROBERT F
  R 603  CASAVANT DOROTHY A
  D 603  CASAVANT HECTOR L
    605  RUZA ANDREW P
  R 605  SULLIVAN IVETA A
  R 605  SULLIVAN LAWRENCE C
    616  BLUM JEAN E
    616  BLUM JOSEPH B JR
    616  BLUM KENNETH A
  D 619  KRUZA VALIJA
  D 619  KRUZA ZANIS A
    624  BALLANTINE DORIS M
    624  BALLANTINE PAUL M

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HIGH STREET
------------------------------
     37  SCHIFONE FRANCES C
  R  45  PORIER VIRGINIA L
  D 101  BRUNSTEIN HOWARD J
  D 101  LINDSAY IVAN L
    101  NORBERG CARL R JR
    165  CHIURRI RONALD J
    165  TAYLOR-CHIURRI MARGARET M
  R 205  PENDERGAST DAVID F
  R 205  PENDERGAST ELIZABETH B
    215  HOWARD SHIRLEY B
  R 229  MELHEM JOHN C
  R 229  MELHEM MARY S
    281  LANG HAROLD F
    281  LANG MARIE LOUISE
    293  WILLIAMS C X
    293  WILLIAMS FLORENCE E
  D 305  OAKLEY GERALD M
  D 305  OAKLEY JOAN H
  R 311  DAVIS CLAIR W
  R 311  DAVIS ESTHER H
  D 323  ABBOTT CHRISTINA B
    355  BERKLAND ANNE M
    355  BERKLAND KENNETH H
    355  BERKLAND KENNETH H JR
    355  BERKLAND KRISTINE M
    369  BRUNNER ROSALIE S
    381  BAIN CARL R
  R 403  GALLAGHER GRACE B
    435  GIULIANO PATRICIA A
    435  KEVORKIAN PETER J
    453  CREASI CAROL A
  R 453  CREASI DORIS L
  R 453  CREASI RICHARD M
    453  CREASI ROBERT M
  R 461  MERIDAN DORIS ELAINE
  R 461  MERIDAN HOLLY J
  R 461  MERIDAN STUART T
  D 471  CROWLEY ANN M
  D 471  CROWLEY ROBERT J
  D 475  DIGREGORIO CATHERINE M
  D 475  DIGREGORIO GREGORY
  D 475  DIGREGORIO SILVESTRO J
  D 475  DIGREGORIO SYLVIA
    475A BENSON CAROLYN C
    475A BENSON JOHN W
  D 481  HESCH SHERRY E
  D 481  HESCH STEWART H
  R 489  [illegible] THOMAS W
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SAMPLE VOTING LIST

COMPUTER PRINTOUT

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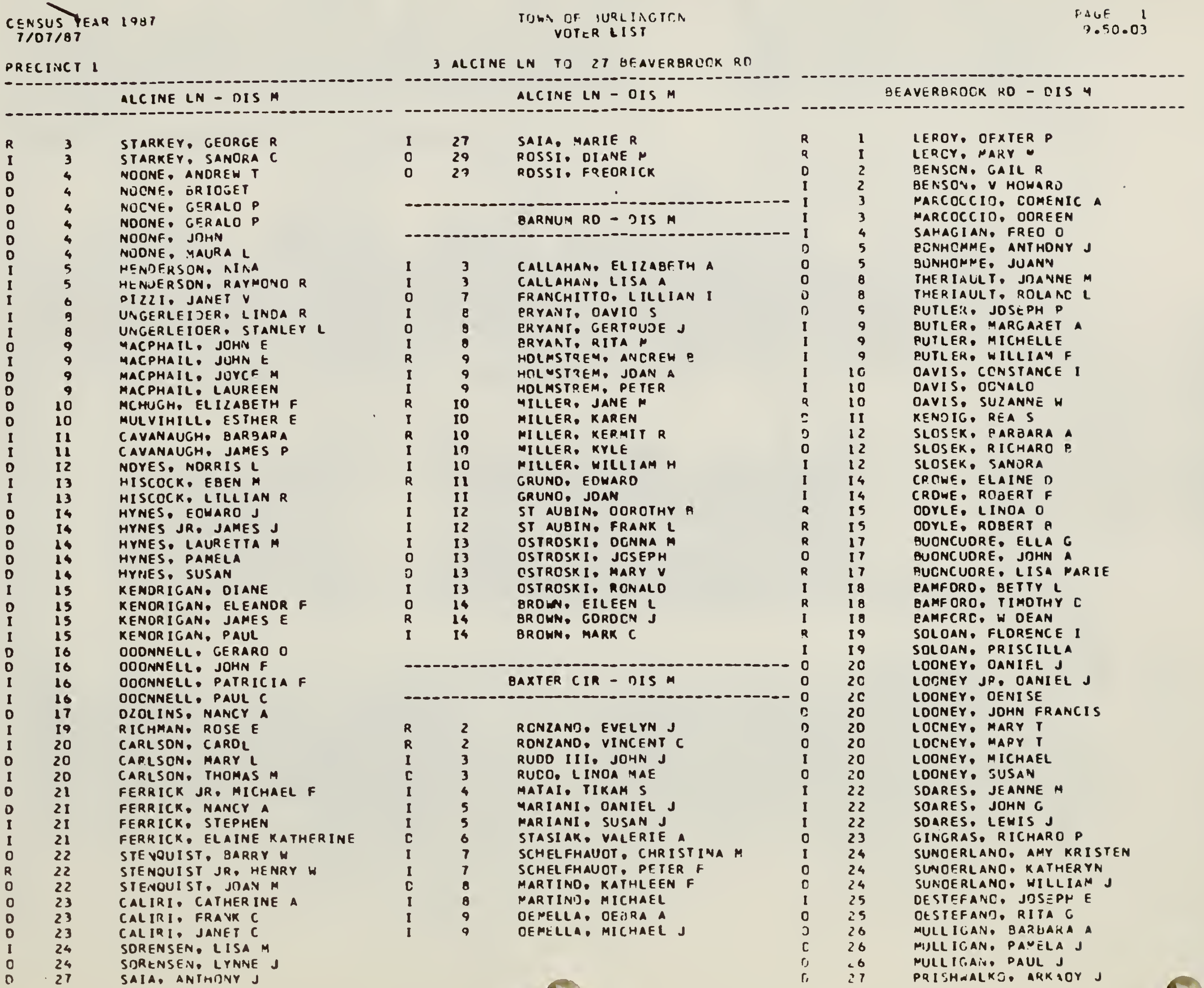

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CENSUS YEAR 1987                                          TOWN OF BURLINGTON                                          PAGE  1
 7/07/87                                                      VOTER LIST                                              9.50.03

PRECINCT 1                                      3 ALCINE LN  TO  27 BEAVERBROOK RD
---------------------------------------------  ---------------------------------------------  ---------------------------------------------
            ALCINE LN - DIS M                              ALCINE LN - DIS M                             BEAVERBROOK RD - DIS M
---------------------------------------------  ---------------------------------------------  ---------------------------------------------

R     3    STARKEY, GEORGE R                  I    27    SAIA, MARIE R                      R     1    LEROY, DEXTER P
I     3    STARKEY, SANDRA C                  D    29    ROSSI, DIANE M                     R     1    LEROY, MARY M
D     4    NOONE, ANDREW T                    D    29    ROSSI, FREDRICK                    D     2    BENSON, GAIL R
D     4    NOONE, BRIDGET                                                                   I     2    BENSON, V HOWARD
D     4    NOONE, GERALD P                    ---------------------------------------------  I     3    MARCOCCIO, DOMENIC A
D     4    NOONE, GERALD P                                BARNUM RD - DIS M                 I     3    MARCOCCIO, DOREEN
D     4    NOONE, JOHN                        ---------------------------------------------  I     4    SAHAGIAN, FRED D
D     4    NOONE, MAURA L                                                                   D     5    BONHOMME, ANTHONY J
I     5    HENDERSON, NINA                    I     3    CALLAHAN, ELIZABETH A              D     5    BONHOMME, JUANN
I     5    HENDERSON, RAYMOND R               I     3    CALLAHAN, LISA A                   D     8    THERIAULT, JOANNE M
I     6    PIZZI, JANET V                     D     7    FRANCHITTO, LILLIAN I              D     8    THERIAULT, ROLAND L
I     8    UNGERLEIDER, LINDA R               I     8    BRYANT, DAVID S                    D     9    BUTLER, JOSEPH P
I     8    UNGERLEIDER, STANLEY L             D     8    BRYANT, GERTRUDE J                 I     9    BUTLER, MARGARET A
D     9    MACPHAIL, JOHN E                   I     8    BRYANT, RITA M                     I     9    BUTLER, MICHELLE
I     9    MACPHAIL, JOHN E                   R     9    HOLMSTREM, ANDREW B                I     9    BUTLER, WILLIAM F
D     9    MACPHAIL, JOYCE M                  I     9    HOLMSTREM, JOAN A                  I    10    DAVIS, CONSTANCE I
D     9    MACPHAIL, LAUREEN                  I     9    HOLMSTREM, PETER                   I    10    DAVIS, DONALD
D    10    MCHUGH, ELIZABETH F                R    10    MILLER, JANE M                     R    10    DAVIS, SUZANNE W
D    10    MULVIHILL, ESTHER E                I    10    MILLER, KAREN                      D    11    KENDIG, REA S
I    11    CAVANAUGH, BARBARA                 R    10    MILLER, KERMIT R                   D    12    SLOSEK, BARBARA A
I    11    CAVANAUGH, JAMES P                 I    10    MILLER, KYLE                       D    12    SLOSEK, RICHARD B
D    12    NOYES, NORRIS L                    I    10    MILLER, WILLIAM H                  I    12    SLOSEK, SANDRA
I    13    HISCOCK, EBEN M                    R    11    GRUND, EDWARD                      I    14    CROWE, ELAINE D
I    13    HISCOCK, LILLIAN R                 I    11    GRUND, JOAN                        I    14    CROWE, ROBERT F
D    14    HYNES, EDWARD J                    I    12    ST AUBIN, DOROTHY R                R    15    DOYLE, LINDA D
D    14    HYNES JR, JAMES J                  I    12    ST AUBIN, FRANK L                  R    15    DOYLE, ROBERT B
D    14    HYNES, LAURETTA M                  I    13    OSTROSKI, DONNA M                  R    17    BUONCUORE, ELLA G
D    14    HYNES, PAMELA                      D    13    OSTROSKI, JOSEPH                   D    17    BUONCUORE, JOHN A
D    14    HYNES, SUSAN                       D    13    OSTROSKI, MARY V                   R    17    BUONCUORE, LISA MARIE
I    15    KENDRIGAN, DIANE                   I    13    OSTROSKI, RONALD                   I    18    BAMFORD, BETTY L
D    15    KENDRIGAN, ELEANOR F               D    14    BROWN, EILEEN L                    R    18    BAMFORD, TIMOTHY C
I    15    KENDRIGAN, JAMES E                 R    14    BROWN, GORDON J                    I    18    BAMFORD, W DEAN
I    15    KENDRIGAN, PAUL                    I    14    BROWN, MARK C                      R    19    SOLOAN, FLORENCE I
D    16    ODONNELL, GERARD D                                                               I    19    SOLOAN, PRISCILLA
D    16    ODONNELL, JOHN F                   ---------------------------------------------  D    20    LOONEY, DANIEL J
I    16    ODONNELL, PATRICIA F                           BAXTER CIR - DIS M                D    20    LOONEY JR, DANIEL J
I    16    ODONNELL, PAUL C                   ---------------------------------------------  D    20    LOONEY, DENISE
D    17    OZOLINS, NANCY A                                                                 D    20    LOONEY, JOHN FRANCIS
I    19    RICHMAN, ROSE E                    R     2    RONZANO, EVELYN J                  D    20    LOONEY, MARY T
I    20    CARLSON, CAROL                     R     2    RONZANO, VINCENT C                 D    20    LOONEY, MARY T
D    20    CARLSON, MARY L                    I     3    RUDD III, JOHN J                   I    20    LOONEY, MICHAEL
I    20    CARLSON, THOMAS M                  D     3    RUDD, LINDA MAE                    D    20    LOONEY, SUSAN
D    21    FERRICK JR, MICHAEL F              I     4    MATAI, TIKAM S                     I    22    SOARES, JEANNE M
D    21    FERRICK, NANCY A                   I     5    MARIANI, DANIEL J                  I    22    SOARES, JOHN G
I    21    FERRICK, STEPHEN                   I     5    MARIANI, SUSAN J                   I    22    SOARES, LEWIS J
I    21    FERRICK, ELAINE KATHERINE          D     6    STASIAK, VALERIE A                 D    23    GINGRAS, RICHARD P
D    22    STENQUIST, BARRY W                 I     7    SCHELFHAUDT, CHRISTINA M           I    24    SUNDERLAND, AMY KRISTEN
R    22    STENQUIST JR, HENRY W              I     7    SCHELFHAUDT, PETER F               D    24    SUNDERLAND, KATHERYN
D    22    STENQUIST, JOAN M                  D     8    MARTINO, KATHLEEN F                D    24    SUNDERLAND, WILLIAM J
D    23    CALIRI, CATHERINE A                I     8    MARTINO, MICHAEL                   I    25    DESTEFANO, JOSEPH E
D    23    CALIRI, FRANK C                    I     9    DEMELLA, DEBRA A                   D    25    DESTEFANO, RITA G
D    23    CALIRI, JANET C                    I     9    DEMELLA, MICHAEL J                 D    26    MULLIGAN, BARBARA A
I    24    SORENSEN, LISA M                                                                 D    26    MULLIGAN, PAMELA J
D    24    SORENSEN, LYNNE J                                                                D    26    MULLIGAN, PAUL J
D    27    SAIA, ANTHONY J                                                                  D    27    PRISHWALKO, ARKADY J
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SAMPLE VOTING LIST

COMPUTER PRINTOUT

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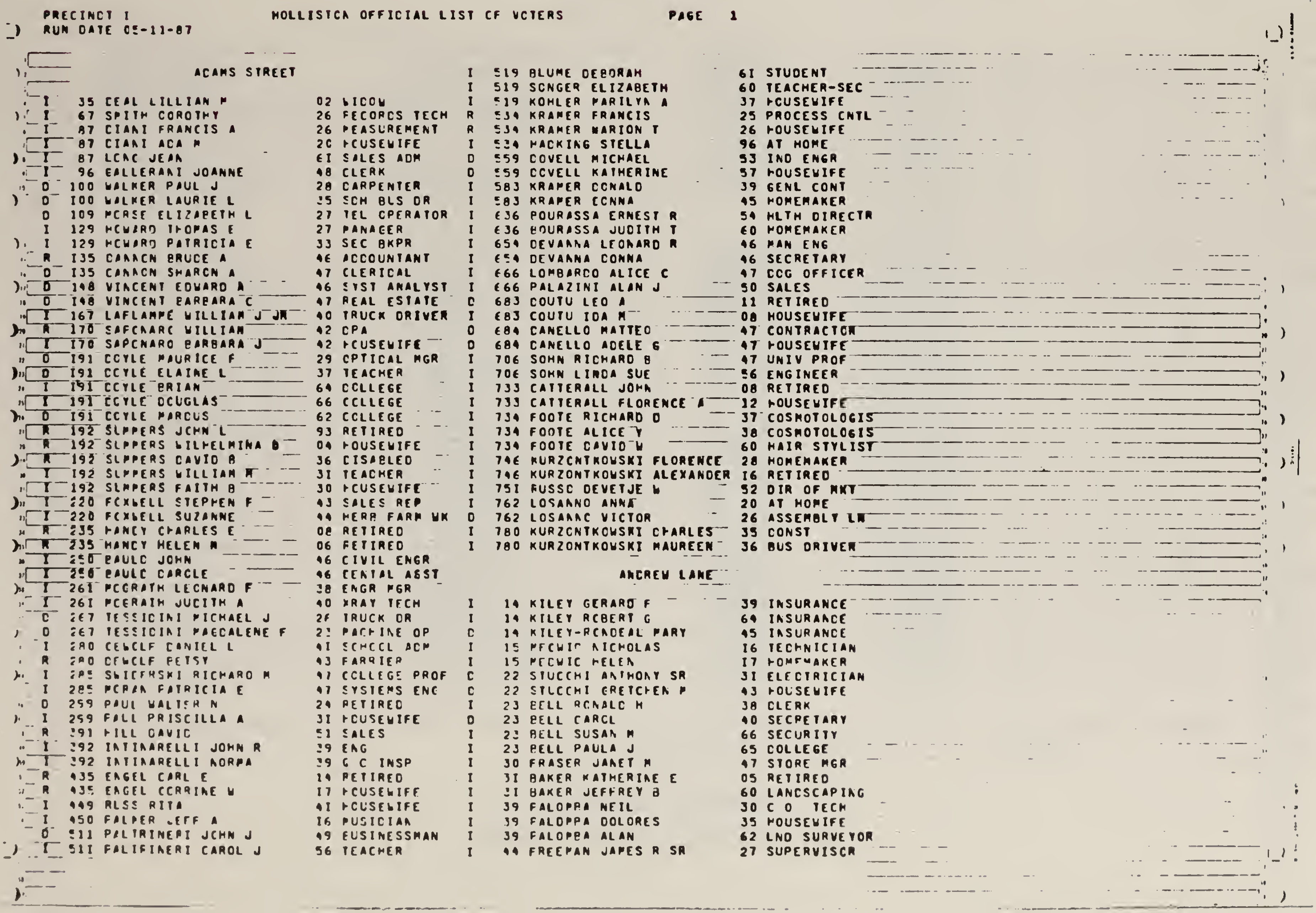

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PRECINCT I                HOLLISTON OFFICIAL LIST OF VOTERS            PAGE   1
RUN DATE 05-11-87

                 ADAMS STREET                               I  519 BLUME DEBORAH               61 STUDENT
                                                            I  519 SONGER ELIZABETH            60 TEACHER-SEC
  I   35 BEAL LILLIAN M              02 WIDOW               I  519 KOHLER MARILYN A            37 HOUSEWIFE
  I   67 SMITH DOROTHY               26 RECORDS TECH        R  534 KRAMER FRANCIS              25 PROCESS CNTL
  I   87 CIANI FRANCIS A             26 MEASUREMENT         R  534 KRAMER MARION T             26 HOUSEWIFE
  I   87 CIANI ADA M                 20 HOUSEWIFE           I  534 MACKING STELLA              96 AT HOME
  I   87 LONG JEAN                   61 SALES ADM           D  559 COVELL MICHAEL              53 IND ENGR
  I   96 BALLERANI JOANNE            48 CLERK               D  559 COVELL KATHERINE            57 HOUSEWIFE
  D  100 WALKER PAUL J               28 CARPENTER           I  583 KRAMER DONALD               39 GENL CONT
  D  100 WALKER LAURIE L             35 SCH BUS DR          I  583 KRAMER DONNA                45 HOMEMAKER
  D  109 MORSE ELIZABETH L           27 TEL OPERATOR        I  636 BOURASSA ERNEST R           54 HLTH DIRECTR
  I  129 HOWARD THOMAS E             27 MANAGER             I  636 BOURASSA JUDITH T           60 HOMEMAKER
  I  129 HOWARD PATRICIA E           33 SEC BKPR            I  654 DEVANNA LEONARD R           46 MAN ENG
  R  135 CANNON BRUCE A              46 ACCOUNTANT          I  654 DEVANNA DONNA               46 SECRETARY
  D  135 CANNON SHARON A             47 CLERICAL            I  666 LOMBARDO ALICE C            47 DOG OFFICER
  D  148 VINCENT EDWARD A            46 SYST ANALYST        I  666 PALAZINI ALAN J             50 SALES
  D  148 VINCENT BARBARA C           47 REAL ESTATE         D  683 COUTU LEO A                 11 RETIRED
  I  167 LAFLAMME WILLIAM J JR       40 TRUCK DRIVER        I  683 COUTU IDA M                 08 HOUSEWIFE
  R  170 SAPCNARO WILLIAM            42 CPA                 D  684 CANELLO MATTEO              47 CONTRACTOR
  I  170 SAPCNARO BARBARA J          42 HOUSEWIFE           D  684 CANELLO ADELE G             47 HOUSEWIFE
  D  191 DOYLE MAURICE F             29 OPTICAL MGR         I  706 SOHN RICHARD B              47 UNIV PROF
  D  191 DOYLE ELAINE L              37 TEACHER             I  706 SOHN LINDA SUE              56 ENGINEER
  I  191 DOYLE BRIAN                 64 COLLEGE             I  733 CATTERALL JOHN              08 RETIRED
  I  191 DOYLE DOUGLAS               66 COLLEGE             I  733 CATTERALL FLORENCE A        12 HOUSEWIFE
  D  191 DOYLE MARCUS                62 COLLEGE             I  734 FOOTE RICHARD D             37 COSMOTOLOGIS
  R  192 SUMMERS JOHN L              93 RETIRED             I  734 FOOTE ALICE Y               38 COSMOTOLOGIS
  R  192 SUMMERS WILHELMINA B        04 HOUSEWIFE           I  734 FOOTE DAVID W               60 HAIR STYLIST
  R  192 SUMMERS DAVID B             36 DISABLED            I  746 KURZONTKOWSKI FLORENCE      28 HOMEMAKER
  I  192 SUMMERS WILLIAM R           31 TEACHER             I  746 KURZONTKOWSKI ALEXANDER     16 RETIRED
  I  192 SUMMERS FAITH B             30 HOUSEWIFE           I  751 RUSSO DEVETJE W             52 DIR OF MKT
  I  220 FOXWELL STEPHEN F           43 SALES REP           I  762 LOSANNO ANNA                20 AT HOME
  I  220 FOXWELL SUZANNE             44 HERB FARM WK        D  762 LOSANNO VICTOR              26 ASSEMBLY LN
  R  235 HANCY CHARLES E             08 RETIRED             I  780 KURZONTKOWSKI CHARLES       35 CONST
  R  235 HANCY HELEN M               06 RETIRED             I  780 KURZONTKOWSKI MAUREEN       36 BUS DRIVER
  I  250 BAULC JOHN                  46 CIVIL ENGR
  I  250 BAULC CAROLE                46 DENTAL ASST                        ANDREW LANE
  I  261 MCGRATH LEONARD F           38 ENGR MGR
  I  261 MCGRATH JUDITH A            40 XRAY TECH           I   14 KILEY GERARD F              39 INSURANCE
  D  267 TESSICINI MICHAEL J         26 TRUCK DR            I   14 KILEY ROBERT G              64 INSURANCE
  D  267 TESSICINI MAGDALENE F       21 MACHINE OP          D   14 KILEY-RONDEAU MARY          45 INSURANCE
  I  280 DEWOLF DANIEL L             41 SCHOOL ADM          I   15 MECWIC NICHOLAS             16 TECHNICIAN
  R  280 DEWOLF BETSY                43 FARRIER             I   15 MECWIC HELEN                17 HOMEMAKER
  I  285 SWICFHSKI RICHARD M         47 COLLEGE PROF        D   22 STUCCHI ANTHONY SR          31 ELECTRICIAN
  I  285 MORAN PATRICIA E            47 SYSTEMS ENG         D   22 STUCCHI GRETCHEN M          43 HOUSEWIFE
  D  259 PAUL WALTER N               24 RETIRED             I   23 BELL RONALD H               38 CLERK
  I  259 BALL PRISCILLA A            31 HOUSEWIFE           D   23 BELL CAROL                  40 SECRETARY
  R  291 HILL DAVID                  51 SALES               I   23 BELL SUSAN M                66 SECURITY
  I  292 INTINARELLI JOHN R          39 ENG                 I   23 BELL PAULA J                65 COLLEGE
  I  292 INTINARELLI NORMA           39 Q C INSP            I   30 FRASER JANET M              47 STORE MGR
  R  435 ENGEL CARL E                14 RETIRED             I   31 BAKER KATHERINE E           05 RETIRED
  R  435 ENGEL CORRINE W             17 HOUSEWIFE           I   31 BAKER JEFFREY B             60 LANDSCAPING
  I  449 RUSS RITA                   41 HOUSEWIFE           I   39 FALOPPA NEIL                30 C O  TECH
  I  450 PALMER JEFF A               16 MUSICIAN            I   39 FALOPPA DOLORES             35 HOUSEWIFE
  D  511 PALTRINERI JOHN J           49 BUSINESSMAN         I   39 FALOPPA ALAN                62 LND SURVEYOR
  I  511 PALTRINERI CAROL J          56 TEACHER             I   44 FREEMAN JAMES R SR          27 SUPERVISOR
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SAMPLE SENIOR CITIZEN LIST

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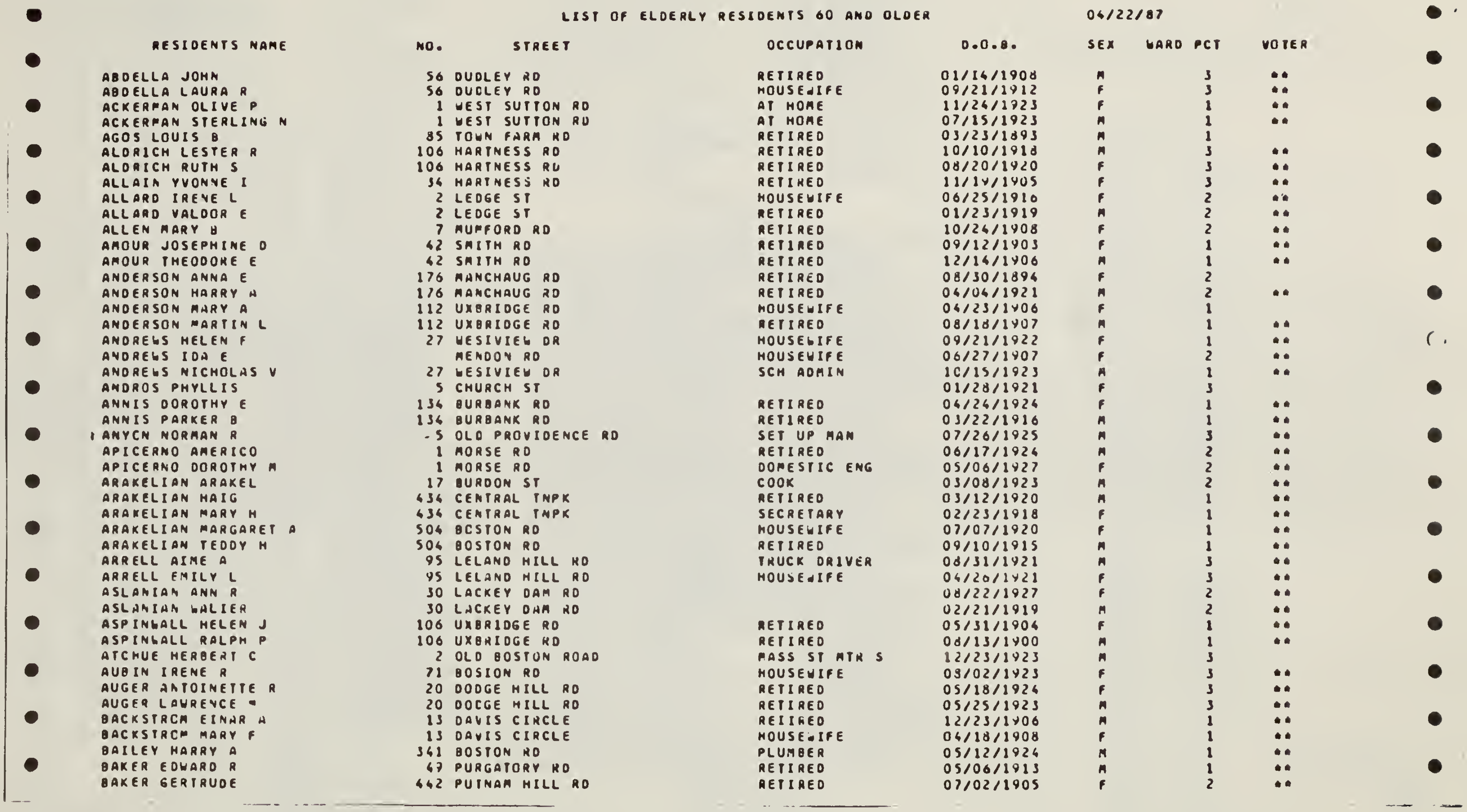


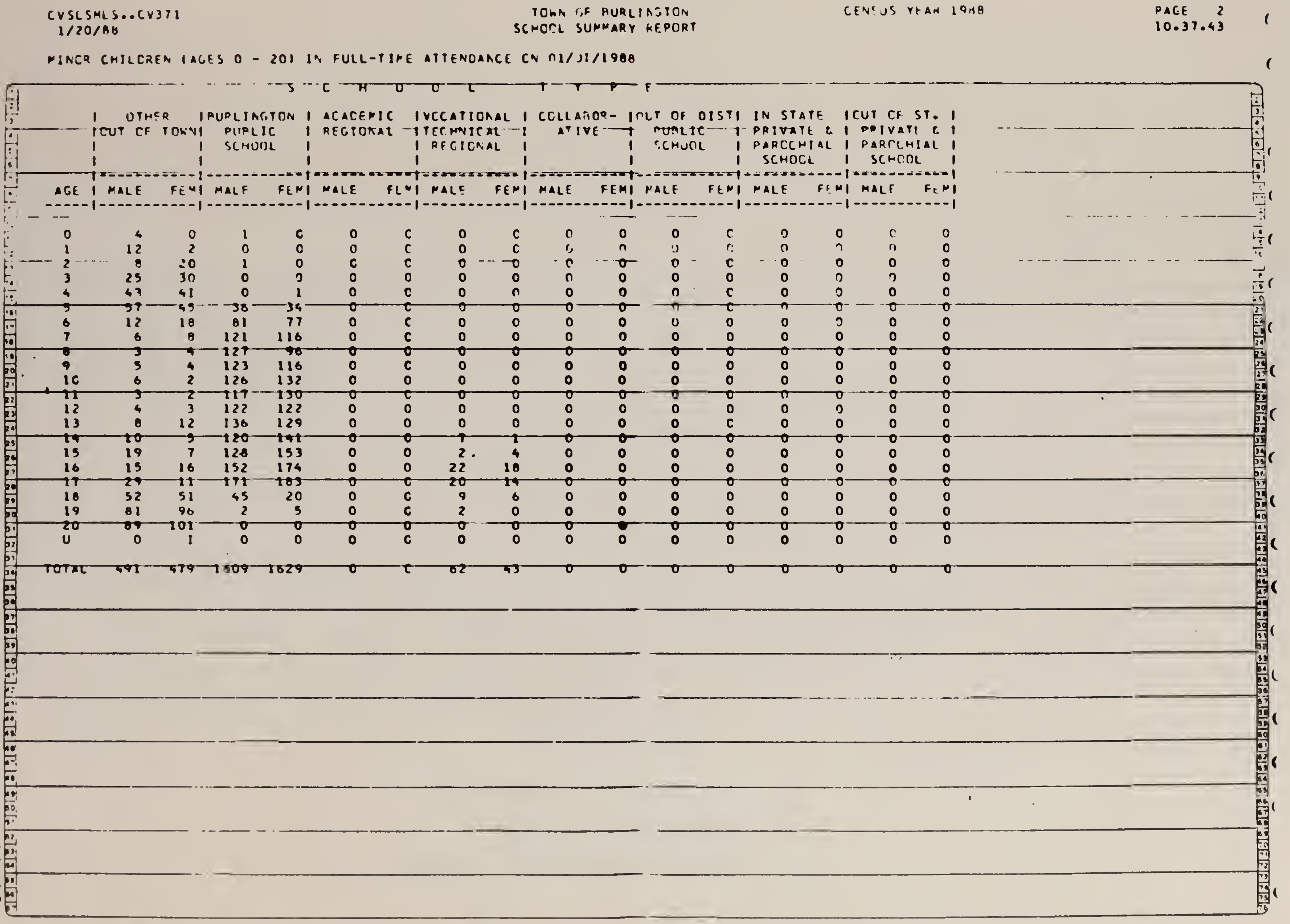
LIST OF ELDERLY RESIDENTS 60 AND OLDER 04/22/87

RESIDENTS NAME	NO.	STREET	OCCUPATION	D.O.B.	SEX	WARD	PCT	VOTER
ABDELLA JOHN	56	DUDLEY RD	RETIRED	01/14/1908	M		3	••
ABDELLA LAURA R	56	DUDLEY RD	HOUSEWIFE	09/21/1912	F		3	••
ACKERMAN OLIVE P	1	WEST SUTTON RD	AT HOME	11/24/1923	F		1	••
ACKERMAN STERLING N	1	WEST SUTTON RD	AT HOME	07/15/1923	M		1	••
AGOS LOUIS B	85	TOWN FARM RD	RETIRED	03/23/1893	M		1	
ALDRICH LESTER R	106	HARTNESS RD	RETIRED	10/10/1918	M		3	••
ALDRICH RUTH S	106	HARTNESS RD	RETIRED	08/20/1920	F		3	••
ALLAIN YVONNE I	34	HARTNESS RD	RETIRED	11/19/1905	F		3	••
ALLARD IRENE L	2	LEDGE ST	HOUSEWIFE	06/25/1916	F		2	••
ALLARD VALDOR E	2	LEDGE ST	RETIRED	01/23/1919	M		2	••
ALLEN MARY B	7	MUMFORD RD	RETIRED	10/24/1908	F		2	••
AMOUR JOSEPHINE D	42	SMITH RD	RETIRED	09/12/1903	F		1	••
AMOUR THEODORE E	42	SMITH RD	RETIRED	12/14/1906	M		1	••
ANDERSON ANNA E	176	MANCHAUG RD	RETIRED	08/30/1894	F		2	
ANDERSON HARRY A	176	MANCHAUG RD	RETIRED	04/04/1921	M		2	••
ANDERSON MARY A	112	UXBRIDGE RD	HOUSEWIFE	04/23/1906	F		1	
ANDERSON MARTIN L	112	UXBRIDGE RD	RETIRED	08/18/1907	M		1	••
ANDREWS HELEN F	27	WESIVIEW DR	HOUSEWIFE	09/21/1922	F		1	••
ANDREWS IDA E		MENDON RD	HOUSEWIFE	06/27/1907	F		2	••
ANDREWS NICHOLAS V	27	WESIVIEW DR	SCH ADMIN	10/15/1923	M		1	••
ANDROS PHYLLIS	5	CHURCH ST		01/28/1921	F		3	
ANNIS DOROTHY E	134	BURBANK RD	RETIRED	04/24/1924	F		1	••
ANNIS PARKER B	134	BURBANK RD	RETIRED	03/22/1916	M		1	••
ANYCN NORMAN R	-5	OLD PROVIDENCE RD	SET UP MAN	07/26/1925	M		3	••
APICERNO AMERICO	1	MORSE RD	RETIRED	06/17/1924	M		2	••
APICERNO DOROTHY M	1	MORSE RD	DOMESTIC ENG	05/06/1927	F		2	••
ARAKELIAN ARAKEL	17	BURDON ST	COOK	03/08/1923	M		2	••
ARAKELIAN HAIG	434	CENTRAL TNPK	RETIRED	03/12/1920	M		1	••
ARAKELIAN MARY H	434	CENTRAL TNPK	SECRETARY	02/23/1918	F		1	••
ARAKELIAN MARGARET A	504	BOSTON RD	HOUSEWIFE	07/07/1920	F		1	••
ARAKELIAN TEDDY H	504	BOSTON RD	RETIRED	09/10/1915	M		1	••
ARRELL AIME A	95	LELAND HILL RD	TRUCK DRIVER	08/31/1921	M		3	••
ARRELL EMILY L	95	LELAND HILL RD	HOUSEWIFE	04/26/1921	F		3	••
ASLANIAN ANN R	30	LACKEY DAM RD		08/22/1927	F		2	••
ASLANIAN WALTER	30	LACKEY DAM RD		02/21/1919	M		2	••
ASPINWALL HELEN J	106	UXBRIDGE RD	RETIRED	05/31/1904	F		1	••
ASPINWALL RALPH P	106	UXBRIDGE RD	RETIRED	08/13/1900	M		1	••
ATCHUE HERBERT C	2	OLD BOSTON ROAD	MASS ST MTR S	12/23/1923	M		3	
AUBIN IRENE R	71	BOSION RD	HOUSEWIFE	08/02/1923	F		3	••
AUGER ANTOINETTE R	20	DODGE HILL RD	RETIRED	05/18/1924	F		3	••
AUGER LAWRENCE	20	DODGE HILL RD	RETIRED	05/25/1923	M		3	••
BACKSTROM EINAR A	13	DAVIS CIRCLE	RETIRED	12/23/1906	M		1	••
BACKSTROM MARY F	13	DAVIS CIRCLE	HOUSEWIFE	04/18/1908	F		1	••
BAILEY HARRY A	341	BOSTON RD	PLUMBER	05/12/1924	M		1	••
BAKER EDWARD R	47	PURGATORY RD	RETIRED	05/06/1913	M		1	••
BAKER GERTRUDE	442	PUTNAM HILL RD	RETIRED	07/02/1905	F		2	••

SAMPLE STATISTICAL SCHOOL LIST

COMPUTER PRINTOUT

ATTENDANCE BY AGE AND SEX



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1/20/88

TOWN OF BURLINGTON
SCHOOL SUMMARY REPORT

CENSUS YEAR 1988

PAGE 2
10.37.43

MINOR CHILDREN (AGES 0 - 20) IN FULL-TIME ATTENDANCE ON 01/01/1988

	S C H O O L							T Y P E								
	OTHER OUT OF TOWN		BURLINGTON PUBLIC SCHOOL		ACADEMIC REGIONAL		VOCATIONAL TECHNICAL REGIONAL		COLLABOR-ATIVE		OUT OF DIST PUBLIC SCHOOL		IN STATE PRIVATE & PAROCHIAL SCHOOL		OUT OF ST. PRIVATE & PAROCHIAL SCHOOL	
AGE	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM
0	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
1	12	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	8	20	1	0	0	0	0	0	0	0	0	0	0	0	0	0
3	25	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	43	41	0	1	0	0	0	0	0	0	0	0	0	0	0	0
5	57	45	38	34	0	0	0	0	0	0	0	0	0	0	0	0
6	12	18	81	77	0	0	0	0	0	0	0	0	0	0	0	0
7	6	8	121	116	0	0	0	0	0	0	0	0	0	0	0	0
8	3	4	127	96	0	0	0	0	0	0	0	0	0	0	0	0
9	5	4	123	116	0	0	0	0	0	0	0	0	0	0	0	0
10	6	2	126	132	0	0	0	0	0	0	0	0	0	0	0	0
11	3	2	117	130	0	0	0	0	0	0	0	0	0	0	0	0
12	4	3	122	122	0	0	0	0	0	0	0	0	0	0	0	0
13	8	12	136	129	0	0	0	0	0	0	0	0	0	0	0	0
14	10	5	120	141	0	0	7	1	0	0	0	0	0	0	0	0
15	19	7	128	153	0	0	2	4	0	0	0	0	0	0	0	0
16	15	16	152	174	0	0	22	18	0	0	0	0	0	0	0	0
17	29	11	171	183	0	0	20	14	0	0	0	0	0	0	0	0
18	52	51	45	20	0	0	9	6	0	0	0	0	0	0	0	0
19	81	96	2	5	0	0	2	0	0	0	0	0	0	0	0	0
20	89	101	0	0	0	0	0	0	0	0	0	0	0	0	0	0
U	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	491	479	1509	1629	0	0	62	43	0	0	0	0	0	0	0	0

SAMPLE STATISTICAL SCHOOL LIST

COMPUTER PRINTOUT

ATTENDANCE BY GRADE AND SEX

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C.SCSMLS..C.371                          TOWN OF BURLINGTON             CENSUS YEAR 1988                PAGE  1
 1/20/88                               SCHOOL SUMMARY REPORT                                            10.37.43

MINOR CHILDREN (AGES 5 - 16) IN FULL-TIME ATTENDANCE ON 01/01/1988

                                        S  C  H  O  O  L     T  Y  P  E

      |   OTHER     |BURLINGTON | ACADEMIC   |VOCATIONAL | COLLABOR-  |OUT OF DIST| IN STATE   |OUT OF ST. |
      |OUT OF TOWN| PUBLIC    | REGIONAL   |TECHNICAL  |  ATIVE     |  PUBLIC   | PRIVATE &  | PRIVATE & |
      |            | SCHOOL    |            | REGIONAL  |            |  SCHOOL   | PAROCHIAL  | PAROCHIAL |
      |            |           |            |           |            |           |  SCHOOL    |  SCHOOL   |
GRADE| MALE    FEM| MALE    FEM| MALE    FEM| MALE    FEM| MALE    FEM| MALE    FEM| MALE    FEM| MALE    FEM|
-----|------------|------------|------------|------------|------------|------------|------------|------------|

  N      63    53      0     0      0     0      0     0      0     0      0     0      0     0      0     0
  K      83    79     43    38      0     0      0     0      0     0      0     0      0     0      0     0
  1      14    22     95    87      0     0      0     0      0     0      0     0      0     0      0     0
  2       8    10    132   112      0     0      0     0      0     0      0     0      0     0      0     0
  3       6     4    120   100      0     0      0     0      0     0      0     0      0     0      0     0
  4       2     4    115   115      0     0      0     0      0     0      0     0      0     0      0     0
  5       6     2    124   132      0     0      0     0      0     0      0     0      0     0      0     0
  6       4     2    122   130      0     0      0     0      0     0      0     0      0     0      0     0
  7       5     4    130   124      0     0      0     0      0     0      0     0      0     0      0     0
  8       8    11    136   137      0     0      0     0      0     0      0     0      0     0      0     0
  9      11     6    132   142      0     0      7     1      0     0      0     0      0     0      0     0
 10      15     9    135   144      0     0      8     5      0     0      0     0      0     0      0     0
 11      19    15    146   178      0     0     24    20      0     0      0     0      0     0      0     0
 12      25    11    179   186      0     0     23    17      0     0      0     0      0     0      0     0
  0     352   375      1     5      0     0      0     0      0     0      0     0      0     0      0     0

TOTAL   621   606   1610  1630      0     0     62    43      0     0      0     0      0     0      0     0
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3

CAMPAIGN AND POLITICAL FINANCE

I. HISTORY

Provisions governing campaign and political finance appeared in the law as early as 1884, under Chapter 320 of the acts of that year. These provisions included prohibiting public employees from soliciting political contributions, prohibiting persons in public service from giving political contributions to other such persons, prohibiting solicitation for political purposes in public buildings and protecting public employees and persons in public service from retribution for refusal to make a political contribution or to render a political service. (see 55:13-17) These laws have been amended and other provisions have been added over the years.

In 1932, the laws governing political expenses of candidates and political committees, reporting requirements, forbidden practices related to campaigns and elections, corrupt practices and election inquests were brought together in Chapter 55, sections 1 through 45, of the General Laws.

A major revision of Chapter 55 was made in 1973 under Chapter 1173 of that year. As amended, Chapter 55 included definitions of candidate, contribution, expenditure, political committee, etc. It established the position of Director of Campaign and Political Finance and specified how he was to be appointed, his term of office, and his duties. By 1973, the number of reports required to be filed by candidates and political committee had increased from the single report following a caucus, primary or election required in 1932 to those required both before and after those events.

In addition, former sections 26 through 35 covering forbidden practices such as bribery of a voter, influencing votes, promising appointments, etc. were moved out of Chapter 55 and are now found in 56:32-45.

Under 1975:151, a new Chapter 55 was substituted for the 1973 law. Most of the provisions were identical or similar to the previous Chapter 55 but the section numbers were changed.

Chapter 55 has been amended several times since 1975. It regulates the financial campaign activities of candidates for state, county and local office, elected and non-elected political committees, requires statements and reports to be filed, defines corrupt practices and provides for related election petitions and election inquests. Chapter 55 is entitled *Disclosure* and *Regulation of Campaign Expenditures and Contributions* and is commonly called *The Campaign Finance Law.*

Campaign finance activities are also governed by the Regulations, promulgated under 55:3, 6 and 9, by the Director of Campaign and Political Finance. These regulations are 970 CMR 1.00: Regulation of Campaign Finance Activity, 970 CMR 2.00: Political Expenditures and 970 CMR 3.00: Rules of Procedure. References to these regulations are included in the text where applicable.

The provisions of the Campaign Finance Law and the Regulations related to candidates, elected and non-elected political committees connected with a state primary or election are different, in many respects, from those governing candidates and political committees connected with a town caucus, primary, preliminary or election. Since a town clerk's responsibilities under Chapter 55 relate only to campaign finance activities on the local level, the details of requirements and procedures for local candidates and political committees only are included in this manual. A town clerk should not attempt to give advice to candidates for offices appearing on a state election ballot or to political committees organized for state primaries or elections.

In addition, a town clerk should not attempt to answer questions or give advice to local candidates or political committees unless he is certain that the information being provided is
accurate. Substantial penalties apply to persons violating the provisions of Chapter 55 and many of the penalties do not contain the qualifying phrase *knowingly or willfully violating* which appears in many other penalty sections of the General Laws.

For information not included in this manual or in the pamphlet entitled *Guide to Campaign Practices* prepared by the Office of the Secretary of State and the Office of Campaign and Political Finance, contact the Elections Division, Room 1705, One Ashburton Place, Boston, 02108, 617-727-2828 or 1-800-462-8683 or the Office of Campaign and Political Finance, Room 1007, One Ashburton Place, Boston, 02108, 617-727-8352 or 1-800-462-6273.

The campaign finance activities of candidates for federal office are also governed by federal law and such candidates should consult the Federal Election Commission, 999 E. Street, N.W., Washington, D.C., 20463, 1-800-424-9530 as well as the Office of Campaign and Political Finance in Boston.

NOTE: The term *election* as used in Chapter 55 and, unless otherwise indicated, in this manual includes any convention or caucus of a political party held to nominate a candidate and any city, town or state preliminary, primary or election or any special preliminary, primary or election. [55:1]

II. DIRECTOR OF CAMPAIGN AND POLITICAL FINANCE [55:3]

A. APPOINTMENT [55:3]

1. Appointing Authority

55:3 provides for the appointment of a Director of Campaign and Political Finance by a commission consisting of the state chairman of each of the two leading political parties, the state secretary, and a dean of a law school located in the commonwealth who is appointed by the governor. The state secretary acts as chairman of the commission. Meetings may be called by the state secretary or by any two other members.

The appointment of the director must be made by unanimous vote of the commission.

2. Qualifications of Director

The director must be a resident of the commonwealth. No other qualifications are specified in 55:3.

3. Term of Office

The director serves for a term of six years and, unless removed, until his successor has been selected and has assumed the office. He may not be removed from office except upon an affirmative vote of all the members of the commission then serving. The removal of the director shall be at the discretion of the commission and shall not be reviewable.

4. Restrictions on Director

The director must devote full time to his duties during normal business hours and receives a salary to be determined by the commission, subject to appropriation. He may not, during the term he serves as director, engage in any political activities of any nature, nor hold any other public office.

B. POWERS AND DUTIES OF DIRECTOR

The director's powers and duties are specified in 55:3,6,9 and 27 and include the following:

1. Legislation [55:3]

The director may advise and consult with legislative committees, members of the general court and other persons affected by the laws under his jurisdiction. He may advocate and sponsor legislation.

2. Appointments [55:3]

The director shall appoint at least one full-time accountant, one full-time clerk, two full-time investigators and one full-time secretary, with not less than one and not more than three additional part-time aides during election years.

3. Regulations [55:3,6,9]

The director may issue rules and regulations in conformity with Chapters 55 and 30A [55:3] and shall issue rules and regulations with respect to the conduct of hearings and investigations [55:3], with respect to campaign expenditures [55:6], and with respect to the use of credit cards by political committees. [55:9]

4. Reports and Statements [55:3]

The director shall inspect all statements and reports filed with him and notify persons whose reports do not comply with the law or which have not been timely filed or about which a complaint has been filed and, if necessary, he must notify the attorney general.

5. Investigations [55:3; Regs. 3.00]

The director has the power and authority to investigate the legality, validity, completeness and accuracy of all reports and actions required to be filed and taken by candidates, treasurers, political committees, and any other person pursuant to Chapter 55 and any other laws of the commonwealth related to campaign contributions and expenditures. (see Chapter 55A) The director may investigate reports and statements whether required to be filed with him or with a city or town clerk.

He may require, by summons, the attendance and testimony under oath of witnesses and the production before him of books and papers relating to any matter being investigated by him.

All acts, decisions and rulings of the director shall be subject to judicial review under the provisions of Ch. 30A upon the application of any interested person.

6. Information [55:3,27; Regs. 2.04]

The director must issue interpretative bulletins concerning matters of general application of Chapter 55 and the Regulations. [55:3; Regs. 2.04(5)]

He must also provide to all candidates and political committees required to file with him a summary of Chapter 55 and all other laws of the commonwealth relating to contributions and expenditures. He must furnish to city and town clerks, at the expense of the commonwealth, sufficient copies of the summary so that they may provide a copy to all candidates and political committees required to file with them. [55:27]

7. Advice [55:3; Regs. 2.04]

The director must respond with reasonable promptness to requests for information, interpretations and advice made by any person, whether a state or local candidate or his political committee, other elected and non-elected political committees, a city or town clerk, election commission or a member of the public. [55:3; Regs. 2.04(1)]

Information may be obtained by telephoning the Office of Campaign and Political Finance, 727-8352 or 1-800-462-6273. Requesting a formal advisory opinion on a contemplated campaign finance activity is advisable in some cases. Should a question be raised later as to the legality or propriety of the activity, the requestor may rely upon the written opinion to prove that he has acted properly.

A formal advisory opinion may be obtained by using the following procedures:

a. written request [Regs. 2.04(2)]

A written request for an advisory opinion should be sent to the Office of Campaign and Political Finance, One Ashburton Place, Room 1007, Boston, 02108. The request must describe the specific activity or transaction and include a specific question or questions.

The request may be accompanied by such data or facts, views and arguments as the requestor deems pertinent.

b. director's review [Regs. 2.04(3)]

The director shall review all requests for advisory opinions. He may ask the requestor to submit additional or more specific information or questions.

He may determine that an advisory opinion will not be rendered for one of the following reasons:

- a particular request poses issues which are not within his jurisdiction; or
- the questions posed are not appropriate to an advisory opinion; or
- sufficient information has not been provided by the requestor.

c. notice of determination [Regs. 2.04(3)]

If the director determines that he will not render an advisory opinion, he must notify the requestor of that determination. Otherwise, the director must, within a reasonable time, issue a written advisory opinion.

NOTE: In the following text, references will be made to advisory opinions as applicable. The reference is in the form *[AO-83-19]*, AO meaning *advisory opinion*, followed by the year in which it was rendered and the number of the opinion rendered during that year.

d. public records [4:7(26); 66:10; Regs. 2.04(4)]

All requests and all advisory opinions shall be public records under 4:7 and shall be subject to public inspection as required by 66:10. The full text or a summary of each opinion is available from the Office of Campaign & Political Finance. When requesting copies, include the reference number in the request, if possible.

8. Blanks & Forms [55:27]

The director shall furnish to city and town clerks at the expense of the commonwealth, blanks and forms approved by him and by the attorney general, suitable for the submission of statements and reports required by Ch. 55 to be filed by local candidates and political committees. (see IV. B. ORGANIZATION on page 282 and VIII. CAMPAIGN FINANCE REPORTS on page 300)

III. CANDIDATES

A. DEFINITION [55:1]

A candidate is an individual who seeks nomination or election to public office, whether or not he is nominated or elected.

Chapter 55 does not define elective public office. However, a candidate for any elective town office, including charter commission [AO-83-11] and regional district school committee to be elected district-wide [50:1; 1988:10], is subject to Chapter 55, except that candidates for town meeting member and any non-elected political committees organized on their behalf are specifically excluded from the requirement of filing campaign finance reports. [55:18(b),18(h)] They are subject to other provisions of Chapter 55.

NOTE: Candidates for political party state, ward and town committees are not candidates for public office and are not subject to Chapter 55. (see AO-87-10) Town committee candidates are also specifically exempted from filing campaign finance reports by 55:18(b),18(h).

There are three clauses in 55:1 which more specifically define the term *candidate* as follows:

1. Clause (1)

A person is a candidate if he has received a contribution or made an expenditure or given his consent for any other person or committee to receive a contribution or make an expenditure, for the purpose of influencing his nomination or election to a public office, whether or not the specific public office he will seek is known at the time the contribution is received or the expenditure is made. [55:1(1)]

EXAMPLES:

(a) In September, John Smith states in casual conversation to Bill Jones that he wants to run for a town office at the next election but he does not know which office. Bill gives him a couple of dollars and indicates he will support him for whatever office he chooses. John became a candidate on the date he accepted the contribution from Bill.

(b) In December, Alfred White purchased some letterhead stationery which he plans to use for a mailing to his friends to ask for support of his candidacy in the next town election, although he is going to decide in January whether he will run for selectman or for planning board. Alfred White became a candidate on the date he purchased the stationery.

(c) In August, Robert Brown urged James Black to run for office at the next town election. Bob stated that he wants to start talking with people and asking for support and contributions to the campaign. Jim agreed. Jim became a candidate on the date of the conversation.

(d) In March, Joe Green purchased cards to be handed out on election day to request votes for his write-in candidacy for Assessor. Joe became a candidate on the date the cards were purchased.

(e) In February, Alice Jones sent letters to her friends asking for support in the town caucus to be held at the end of the month. She became a candidate on the day the letters were sent.

2. Clause (2)

A person is a candidate if he has taken the action necessary under the General Laws to qualify himself for nomination or election to a public office. [55:1(2)] Such action might be filing nomination papers, being nominated in a preliminary election, primary or caucus, being nominated to fill a vacancy or being elected.

NOTE: A person is not a candidate under clause (2) under the following circumstances even if he took out nominations papers and even if he had campaign finance activity:

- he does not submit the papers to the registrars for certification, or
- he requests that his papers not be filed after he submits them and before the filing deadline, or
- he formally withdraws from nomination after his papers are filed and before the deadline for withdrawal.

An unsuccessful caucus or write-in candidate is also not a candidate under clause (2) even if he had campaign finance activity before the event in which he was not nominated or elected.

3. Clause (3)

A person is a candidate if he holds elective public office, whether elected or appointed to that office, and has received money or anything of value or made any disbursement resulting from any purchases, made from the office holder, or a committee or a person acting on his or the committee's behalf, whether through the device of tickets, advertisements, or otherwise, for any fund-raising activity, including a testimonial, regardless of the purpose of said activity, held on behalf of the office holder at any time while he holds the public office. [55:1(3)]

EXAMPLES:

(a) Jim Brown is now and has been the town treasurer for 25 years. Town treasurer is an elective office in his town. His friends decide to give him a party to thank him for his many years of service. They sell tickets to the event. The ticket sales cover only the expenses of the party and a plaque to be given to Jim. Jim Brown is a candidate under Chapter 55. A campaign finance report must be filed disclosing all finances related to the party.

NOTE: If there had been any money left over from the sale of tickets, it would have to be placed in a campaign fund. It could not be used to provide a gift for Jim since such a gift would violate the prohibition of campaign funds being used for personal use. In the example above, the plaque could be given to Jim without violating Chapter 55 because of its relatively small value.

(b) Joe Brady was appointed to fill a vacancy on the board of health, an elective office. His friends want him to run for election to that office and decide to hold a meeting to introduce Joe to as many people as possible. At that meeting, money is collected for the purpose of helping Joe run a campaign in the spring. Joe is a candidate under Chapter 55 on the date the meeting was held.

(c) Mary Green, the elected tax collector, enjoys enormous popularity. Several of her friends gave her a party to celebrate her 50th birthday. The friends paid all the costs of the party. No tickets were sold and there was no admission charge to attend the party. Mary received birthday presents at the party. However, since the party was not a fund-raising activity, Mary did not become a candidate under clause (3)

NOTE: If tickets were sold or admission charged for Mary's party, it would have been a fund-raising activity. Mary would have become a candidate under clause (3) and she would have been prohibited from receiving birthday presents at the party. In addition, a campaign finance report must be filed disclosing all finances related to the party.

B. RECORDS [55:2]

Every candidate shall keep detailed records of all contributions received by him, or by a person acting on his behalf, and of all expenditures made by him, or by a person acting on his behalf. The records may be kept by an agent authorized by the candidate, but the candidate shall be responsible for them. [55:2]

1. Kept Separate

The records related to campaign contributions and expenditures must be kept separate and distinct from all other records and must include contributions made by the candidate from his own personal funds as well as other contributions and expenditures.

Usually the candidate should open a separate bank account in which to deposit campaign contributions and from which to make campaign expenditures. The candidate may deposit campaign funds in a checking account or he may invest them in a savings or money market account the same as a political committee. (see Regs. 2.07(7))

The candidate would not need a separate campaign bank account under the following circumstances:

- his political committee handles all campaign finance activity. The candidate may make contributions to his committee from his own personal checking account.

- he receives no contributions. He may pay campaign expenses from his own personal checking account.

- he receives contributions in cash or in checks which he then cashes. He has no campaign expenditures over $50.00 so that all expenditures may be made in cash.

Whether or not the candidate has a campaign bank account, he must keep records of all campaign finance activity separate from the records of his personal finances.

2. Kept by Category [55:2(1) through (6)]

The records should show whether a campaign contribution of money was made in cash or by check since 55:9 limits the amount of a cash contribution. While 55:2 does not specify that the records of contributions of things of value, usually called *in kind* contributions, must be separate from contributions of money, the report forms require such contributions to be listed separately. [55:2(1),(3)]

In addition, contributions from fund-raising activities must be recorded separately from other types of contributions. [55:2(2),(4)]

General campaign expenditures, such as payments made for campaign material or services, must be recorded separately from expenditures related to fund-raising activities. [55:2(5),(6)] In addition, a record of an outstanding unpaid obligation should be kept since each must be entered separately as a liability on the report form. The date each liability is paid should be recorded since it must be included as an expenditure on the next report.

(see V. A. DEFINITION (contribution) on page 270 and VI. A. DEFINITION (expenditure) on page 281)

3. Information Recorded - Contributions

The candidate must record the following information for each contribution received regardless of the amount. [55:2]

a. name and address

If a person makes a contribution, whether by check, in kind or in connection with a fund-raising activity, his full name and residential address must be recorded.

NOTE: 55:2(1),(2) require the contributor's name and address to be recorded only for contributions over $50.00. However, the next to last paragraph of 55:2 requires a record of this information for all contributions regardless of the amount.

The contributor's name as it appears in the record should accurately identify him. All his given names do not need to appear if he generally uses one or more initials.

If the contribution is made by a check which reflects a joint checking account of two individuals, record the name of the person who signed the check unless other information is provided in writing by either of the individuals that the true contributor is different from the person who signed. [Regs. 1.04(1)]

If contributions are received by ticket sellers, the record must show the names of the original and true contributors, that is, the persons who purchased the tickets. [Regs. 1.04(4)]

The address recorded should be the street and house number, city or town where the contributor lives. It should not be a post office box or business office.

NOTE: If a contribution is received from a trust, foundation or association other than a political committee, the candidate should record the names and addresses of its principal officers as well as the name of the trust, foundation or association. (see 55:10)

b. amount or value and date [55:2(1),(2)]

The amount of each contribution and the date it was received must be recorded. If the contribution is a thing of value, the amount recorded should be the estimated value.

4. Information Recorded-Expenditures

The information to be recorded for expenditures depends upon the amount paid as follows:

a. expenditure of $25.00 or more [55:2(5),(6),18(11),(12)]

55:2(5),(6) require that the candidate record the information outlined below for each expenditure in excess of $25.00. However, 55:18(11),(12) require that the information be included in the campaign finance report for all expenditures of $25.00 or more. Therefore, the candidate should record the information for each expenditure of $25.00 or more.

(1) name and address [55:2(5),(6),18(11),(12)]

If an expenditure of $25.00 or more is made in a reporting period, whether by cash, check, in kind or for a fund-raising activity, the full name and address of the person to whom it is paid must be recorded. In this case, the name and address may be that of a business from which campaign material or service is purchased, or the name and address of an individual.

EXAMPLES:

The following are examples of expenditures for which the name and address must be recorded:

(a) $25.00 was paid to Midtown Stationers for envelopes to be used in mailing a campaign letter to voters. [55:2(5),18(11)]

(b) $43.25 was paid to John Jones for designing and printing a campaign flyer. [55:2(5),18(11)]

(c) A rental fee of $45.00 was paid to the Midtown Country Inn for the use of a room for a testimonial or other fund raising activity. [55:2(6),18(12)]

(d) The following amounts were paid to Midtown Stationers: $10.00 on February 10th for envelopes; $9.00 on February 15th for paper and $6.50 on February 28th for poster board, markers, stencils, etc. [55:2(5),18(11)] In this case, *$25.00 or more* was paid to the same vendor during the reporting period.

(2) amount or value and date [55:2(5),(6),18(11),12)]

The amount or value of each expenditure of $25.00 or more and the date on which it was paid must be recorded.

(3) purpose [55:2(5),(6),18(11),(12)]

The purpose of each expenditure must be recorded. Using the examples above, the purpose of (a) would be *envelopes,* (b) would be *campaign flyer,* (c) would be *room rental* and (d) would be *office supplies and campaign posters.*

(4) receipt [55:2(5)]

55:2(5) requires that the candidate's accounts must include a receipted bill stating the particulars of each expenditure over $25.00, not connected with a fund raising activity. 55:2(6) does not contain such a requirement for expenditures related to a fund raising activity. However, the next to last paragraph of 55:2 requires the candidate to keep all receipted bills and accounts relative to all expenditures made.

If more than one kind of material or service has been purchased, the bill should be itemized.

b. expenditures of less than $25.00 [55:2(7),(8),18(13),14)]

For all expenditures less than $25.00, made during a reporting period, the amount or value, the date and the purpose of each expenditure must be recorded. The name and address of the person to whom the expenditure was paid is not required. However, a receipted bill is required to be obtained and kept and the name of the person or business would appear on the receipt. (see 55:2, next to last paragraph)

5. Liabilities

Candidate should also keep records of the name and address of the person or business from whom he has ordered campaign materials or services. Include what has been ordered, the date it was ordered and the amount of the expected bill. If the bill for such materials or services has not been paid at the end of a reporting period the items must be reported under liabilities. (see VIII. D. PREPARING CAMPAIGN FINANCE REPORTS on page 310)

6. Format

The format in which records must be kept is not specified in Chapter 55. Some candidates keep records using a card file, a separate card for each person from whom a contribution has been received and for each person or business to whom an expenditure has been or will be made.

As each contribution is received, the date and amount is entered on the card containing the contributor's name. It is suggested that a note also be entered such as *cash, check [#]*, etc. If an in kind contribution is received a note to that effect should be made, such as *200 stamps - value $50; use of copier - 500 copies @ 7 cents, $35*, etc. In addition, *G* or *FR* should be entered to indicate whether the contribution was general or related to a fund raising activity. (see sample record card on page 370)

As each expenditure is made or obligation incurred, the date, amount and purpose is entered on the card containing the payee's name and address. For obligations, enter the date incurred and the date paid. (see sample record card on page 370)

The use of the card file will allow the candidate to determine easily if the contributor's name and address must be entered on a report because of the amount he has contributed [55:2(1)] and whether or not he has reached the limit for cash contributions [55:9] even if he has made several small contributions at different times. It will also allow the candidate to determine easily whether an item should be reported as an expenditure or as a liability.

It is suggested that the contribution cards be kept separate from the expenditure cards and each set be arranged alphabetically by name since contributions and expenditures must be reported in that order on the forms. (see VIII. D. PREPARING CAMPAIGN FINANCE REPORTS on page 310)

C. PREPARING AND FILING REPORTS [55:18]

Each candidate must prepare and file the required campaign finance reports unless he has received no contributions, incurred no liabilities nor made any expenditures on his own behalf independent of his political committee, if he has one. In that case, however, he must file an affidavit stating he has had no campaign finance activity. (see VIII. CAMPAIGN FINANCE REPORTS on page 300)

D. RESTRICTIONS

1. On Contributions [55:7,8,9,10]

a. anonymous or disguised [55:10; Regs. 1.04(5)]

No candidate shall knowingly receive a campaign contribution or knowingly enter or cause it to be entered in his records and accounts, if the contribution is not made in the true name of the contributor. Neither an anonymous contribution nor a contribution made in a manner designed to disguise its true origin may be accepted. In addition, a candidate must not accept a contribution from a trust, foundation or association, other than a political committee, unless the names and addresses of its principal officers are made known at the time the contribution is made.

b. corporate [55:8; Regs. 1.04(2),(3)]

A candidate may not solicit or receive a campaign contribution from a business corporation incorporated under the laws of or doing business in the commonwealth or from an officer or agent acting in behalf of such a corporation, or from an association of business corporations. [55:8]

In addition, if the corporation is carrying on certain types of business specified in 55:8, the candidate may not solicit or receive a contribution from a trustee owning or holding a majority of the stock in the corporation. (see V. B. 3. Corporations on page 279)

The Regulations prohibit a candidate from soliciting or receiving a check reflecting the name of a business corporation. [Regs. 1.04(2)] They also prohibit him from accepting a check drawn on a partnership unless it is attributable to individual partners. [Regs. 1.04(3)] If a partnership check is received, the candidate should obtain a written statement from the person who signed the check stating that he, not the partnership, is the contributor.

EXCEPTION: A non-profit corporation organized under Chapter 180 of the General Laws may make a contribution to a candidate, provided it is making the contribution as an incidental activity, is not engaged in political fund-raising activity and is not comprised of business corporations prohibited from participating in candidate campaign financing. [AO-82-2] (see also AO-83-11)

NOTE: 55:8 does not prohibit an unincorporated business, such as one required to file a business certificate, from contributing to a candidate or his political committee.

A candidate may obtain campaign material and services from a corporation and a corporation may provide such material or services. However, the corporation must be paid full compensation at a fair market value to avoid a prohibited corporate contribution. [AO-82-20]

c. cash [55:9]

No individual, candidate or person acting on his behalf shall accept a contribution of money from any one person or political committee if the total amount contributed in any one calendar year is over $50.00 except by check or other negotiable instrument, such as a postal money order or bank treasurer's check.

A candidate should be certain he does not accept a cash contribution from any one contributor if the limit is exceeded. For example, Sam contributed $10.00 in cash in January, $30.00 in cash in

March just before the election and $20.00 in May. Sam must write a check for at least half of the $20.00 May contribution.

If the candidate makes notes on the contributor's record card showing whether a contribution is made in cash or by check, he will be able to determine easily whether or not the cash limit has been reached. (see III. B. 6. Format on page 246)

d. total [55:7]

A candidate must not accept more than $1,000.00 from one individual in any one calendar year. If the candidate has a political committee, the limit applies to contributions made to the candidate and his committee. For example, a candidate should not accept more than $500.00 from an individual if that individual has contributed $500.00 to the candidate's committee.

In some towns, contributions even approaching the limit of $1,000.00 are seldom, if ever, made. However, candidates, particularly in the larger towns, should be aware of this limit. If the candidate maintains a card file record as outlined under III. B. 6. Format on page , he will be able to determine easily when the limit has been reached by any one contributor.

EXCEPTION: The total of all campaign contributions made in any one year by an individual under 18 years of age is limited to $25.00. If the candidate has a reasonable doubt that a person who contributes more than $25.00 is 18, he should check the person's age.

NOTE: A candidate may make expenditures without limitation for the purpose of his own campaign and may make campaign contributions without limitations for the benefit of his own political committee. Such expenditures and contributions must be made from the candidate's personal funds.

2. On Soliciting

Soliciting campaign contributions by candidates or persons acting on their behalf is restricted by Chapter 55 as follows:

a. in public buildings [55:14]

No person shall in any building or part thereof occupied for state, county or municipal purposes demand, solicit or receive any payment or gift of money or other thing of value for any political purpose. Note that 55:14 uses the term *occupied*. The prohibition in 55:14 is not limited to publicly owned buildings. For example, if the town leases a privately owned building to provide additional town office space, soliciting and receiving campaign funds are prohibited in that building. However, if only part of a building is occupied for state, county or municipal purposes, soliciting and receiving campaign funds are not prohibited in the part of the building used for other purposes. [AO-88-11]

The prohibition of 55:14 is not limited to the inside of the building. Campaign funds should not be solicited or received in the area surrounding the building. [AO-88-10]

In some towns, candidates' nights or debates are regularly held before town elections to provide an opportunity for candidates to present their positions to the public and for the public to question candidates. These are often held in a public building, such as a school, library or the town hall. In that case, a candidate should be certain that neither he nor any person supporting him solicits or receives any type of campaign contribution while in or near the building.

A candidate should also be certain that neither he nor his supporters solicit or receive any type of campaign contribution while in or near a public building for any other reason, such as to attend a board or committee meeting or to obtain a dog license, pay a tax bill, etc.

NOTE: For simplification, the term *public building* has been used in this manual and means a building or part of a building *occupied for state, county or municipal purposes* unless otherwise specifically stated.

b. candidates and elective public officeholders [55:11]

A candidate or his agent may not demand, solicit, ask or invite from another candidate or a person occupying an elective public office, any payment or gift of money or other valuable thing, or promise of payment or gift of money or other valuable thing for advertising, gratuities, donations, tickets, programs or any other purpose whatsoever. Note that a candidate or public officeholder may not be solicited for any purpose, political or otherwise.

A candidate may make a voluntary contribution for a political or other purpose, but not in response to a solicitation. For example, the candidate could buy a ticket to a testimonial on his own volition from the local drug store or by contacting a person selling them.

EXCEPTION: 55:11 specifically states that this section shall not apply to the soliciting or making in good faith of gifts for charitable or religious purposes. The term *charitable* should be defined broadly and would include solicitation by or gifts to such organizations as the Boy or Girl Scouts, Little League, the local drama club, etc.

3. Public Employees [55:13,22A]

Restrictions in addition to those outlined under III.D.1. On Contributions on page 246 and 2. On Soliciting on page 248 apply to a candidate who is also a paid employee of the commonwealth, a county, city or town. [55:13]

A public employee is not required to resign from his position in order to run for office. [AO-88-16,24] However, no such person shall directly or indirectly solicit or receive any gift, payment, contribution, assessment, subscription or promise of money or other thing of value for the political campaign purposes of any candidate for public office or of any political committee or for any political purpose whatever. [55:13]

EXAMPLES:

(a) Margaret Brown is employed by Midtown as a school teacher and is a candidate for election to the Midtown recreation commission. She is prohibited from soliciting or receiving any political campaign contributions for her own campaign or for any other candidate's campaign or for any other political purpose such as supporting a ballot question. [AO-83-3,11, AO-89-4]

(b) George White is a candidate for the Midtown road commission and is employed in the Largetown highway department. The restrictions of 55:13 apply to him. [AO-82-10]

(c) Frank Abernathy is member of the Midtown Recreation Commission and running for re-election. He is employed by the Massachusetts Department of Public Works. The restrictions of 55:13 apply to him. [AO-82-10, AO-89-3]

(d) Bill Smith was appointed under 41:14 as temporary town clerk since the elected clerk resigned before his term expired. The temporary town clerk receives compensation. The restrictions of 55:13 apply to him and would apply to any other person holding elective public office and receiving compensation who was appointed by the selectmen or the selectmen and the remaining members of a board or committee under 41:11 or other applicable section of the General Laws.

EXCEPTIONS:

(a) The restrictions do not apply to an elected town officer, whether or not he receives compensation from the town, unless he is also employed for compensation by the commonwealth, a county or another city or town.

(b) The restrictions also do not apply to members of a non-paid town board or committee or subcommittee, an ad hoc or advisory committee, unless he is also employed for compensation in another position by any level of government.

(c) A public employee who takes an unpaid leave of absence to run for office, would not be a paid public employee during the time he is a candidate and therefore would not be subject to the restrictions of 55:13. [AO-86-4] However, the leave of absence must be for a duration of four months or more. [AO-88-06,08,16]

55:13 specifically provides that the soliciting or receiving of contributions by a nonelected political committee organized on behalf of a candidate who is a public employee, shall not be deemed to be a direct or indirect solicitation or receipt, provided that a person who has an interest in any particular matter in which the public employee participates or has participated in the course of his employment and which is the subject of his official responsibility may not be solicited and a contribution from him may not be accepted.

EXAMPLE: Albert Jones is a candidate for Selectman. He is employed by the town as building inspector. His campaign committee may solicit or receive campaign contributions but not from any person who has obtained or will have to obtain a building permit from or have his house inspected by Albert while he is the building inspector. [AO-83-3; AO-87-3; AO-89-03,04]

To avoid violating 55:13, a candidate who is a public employee, other than an elected officer, must not engage in the following activities:

- use his home for a political event at which a request for funds will be made [AO-84-6]
- sell or distribute tickets to a fund raising activity
- be a campaign treasurer of any political committee including one organized on his behalf [AO-82-7; AO-84-2,3]
- include his name on a letterhead of a fund-raising letter or an invitation to a fund raiser or in the body of a solicitation letter, unless his name is not used in any way which would suggest a solicitation directly by the candidate [AO-86-11] For example, a candidate's name could appear as part of his political committee's name in the letterhead. Or, it could appear in the body of the letter in a sentence such as, *This event is being held by the Jones Election Committee to help John H. Jones in his campaign for School Committee and he will be present to discuss issues and answer questions.* [AO-88-06,08]
- use a computer for fund raising activity, such as adding the names of friends and relatives to a campaign database. [AO-88-25]

In addition, a candidate who is a public employee, including an elected officeholder should not use office time or office facilities, such as telephones, copiers, computers, typewriters, inter-office mail or mail room facilities, to work on his campaign, the campaign of any other candidate or to support or oppose a ballot question. (see VI. F. EXPENDITURE OF MUNICIPAL FUNDS FOR POLITICAL PURPOSES on page 295)

NOTE: Election officers and census takers may or may not be considered public employees depending upon the amount of pay they receive. An election officer or census taker would be well advised to seek an advisory opinion before becoming a candidate. (see AO-88-18)

4. Person in Public Service [55:15]

55:15 restricts the campaign activities of persons in public service in any division of government even if they receive no compensation for their service. [AO-82-26] They may not directly or indirectly give or deliver to an officer, clerk or person in public service, or to any councillor, member of the general court, alderman, councilman or commissioner, any money or other valuable thing on account of, or to be applied to, the promotion of any political object whatever. [55:15]

EXCEPTION: The restrictions of 55:15 do not prohibit a person holding elective public office from contributing to a candidate even if the candidate is also in the public service, or from contributing to an elected or nonelected political committee. In this case, the person may be holding an elective public office either by election or by appointment to fill a vacancy.

Under 55:15, a candidate, who is in public service, should not accept a contribution offered from a person in public service. The contribution must be given to and accepted by the candidate's political committee.

A candidate, who is in public service, may be an officer or member of a his own political committee, but should not be the committee treasurer or handle any campaign funds. (see IV. POLITICAL COMMITTEES on page 252)

NOTE: All public employees are persons in the public service subject to 55:15. (see AO-84-8)

5. Cash Expenditures [55:9]

No candidate or person acting on his behalf may make an expenditure for an amount exceeding $50.00, except by check. (see VI. E. LIMITATION ON EXPENDITURES on page 294)

E. CANDIDATES TO RETURN ILLEGAL OR IMPROPER CONTRIBUTIONS

See V. B. 6. Illegal or Improper Contributions on page 280.

IV. POLITICAL COMMITTEES

A. DEFINITION [50:1; 55:1,34]

The term *political committee* as used in the Campaign Finance Law is defined under both 50:1 and 55:1.

50:1 defines a political committee as a committee elected as provided in Chapter 52, a political party state, city, ward and town committee. In addition, 50:1 specifies that in Chapter 55, the term *political committee* also applies to every other committee or combination of 5 or more voters of the commonwealth who shall aid or promote the success or defeat of a candidate at a primary or election or the success or defeat of a political party or principle in a public election or shall favor or oppose the adoption or rejection of a question submitted to the voters.

A political committee as defined in 55:1, is any committee, association, organization or other group of persons, including a national, regional, state, county, or municipal committee, which receives contributions or makes expenditures for the purpose of influencing the nomination or election of a candidate, or candidates, or of presidential and vice-presidential electors, or for the purpose of opposing or promoting a charter change, referendum question, constitutional amendment, or other question submitted to the voters. Note that in 55:1, a group of persons, whether or not voters of the commonwealth, may be a political committee and the minimum number of persons is not specified.

A political committee and any person acting under its authority or on its behalf must comply with the requirements of Chapter 55 and the related Regulations.

A municipal committee subject to Chapter 55 might be one of the following, if it receives money or things of value or makes expenditures for campaign finance purposes.

- a group of individuals organized on behalf of a candidate for nomination or election to a town office

- a group of individuals organized on behalf of a candidate for nomination or election to a regional or district office, such as a regional high school committee, a water or fire district office

  NOTE: A candidate has a political committee organized on his behalf regardless of the informal nature of any appointments he may have made. For example, if he has asked a person to coordinate his campaign and another person to raise money for the campaign, he has a political committee even if there are no other members.

- a group of individuals organized to support two or more candidates for nomination or election to a town office, but not organized on the candidates' behalf, such as a multi-candidate committee or PAC.

- a group of individuals organized on behalf of a candidate for charter commission. Candidates for charter commission are seeking election to public office. Therefore, they and their political committees are subject to Chapter 55. [AO-83-12]

- a group of individuals organized to support or oppose a ballot question, including a question for a charter adoption, revision or amendment [55:1] or a question related to Proposition 2 1/2. The group may consist of the individual members of an official town board or committee, such as the finance or school committee. [AO-88-02,05]

- a group of individuals organized to support or oppose political principles, such as a *good government committee, a taxpayers' association, the committee for quality education, the committee to promote fiscal responsibility,* if it solicits or receives any money or other thing of value, regardless of the amount, for political purposes. (see Interpretive Bulletin, OCPF-IB-104, March 3, 1986, Amended June 9, 1986 and AO-88-29)

NOTE: A committee organized on behalf of a candidate for town meeting member is exempted from filing campaign finance reports. [55:18(b),(h)] Such a committee would not be exempt from other provisions of Chapter 55, however, such as the requirement for filing a statement of organization, limitation on contributions, prohibition from receiving corporate contributions, etc.

The following would not constitute a political committee subject to Chapter 55:

- an individual helping the candidate when no other persons are organized to support the candidate. For example, a candidate has asked a family member or friend to help him organize and run his campaign. The family member or friend contacts people to give coffee parties, arranges for the candidate to attend club meetings, church socials, designs campaign literature, etc. Both the candidate and his friend receive contributions and the candidate pays all campaign expenses.

NOTE: The candidate and his family member or friend may organize as a political committee if they wish. The candidate may be the chairman and the family member or friend the treasurer.

- a group of individuals organized to support or oppose a town meeting warrant article not related to the election of town officers or a question appearing on the official ballot, even if the warrant article is voted by a secret ballot at the meeting [AO-88-23]

- an organization that is not soliciting or receiving contributions for campaign finance purposes and is making only incidental expenditures for such purposes. However, if the organization is making campaign expenditures related either to candidates or to ballot questions that exceed 10 per cent of its gross revenues for the previous calendar year, or $15,000.00 in a calendar year, whichever is less, the organization is a political committee subject to Chapter 55. (see Interpretive Bulletin, OCPF-IB-104, March 3, 1986, Amended June 9, 1986)

- proprietors and publishers of publications issued at regular intervals in respect to the ordinary conduct of their business. [55:34] For example, the proprietors and publishers of newspapers or locally distributed advertising flyers, TV or radio stations, are not political committees even if they publish, show or announce paid legal ads, news stories, articles or editorials covering candidates or political issues.

- a Chapter 180 non-profit corporation may not organize or function as a political committee. [AO-83-6, AO-87-8]

A candidate is not required to appoint a campaign committee. He may organize his own campaign, solicit and receive contributions and make expenditures. However, any candidate who is also a paid public employee or in public service, whether paid or unpaid, should have a committee, unless he is certain he will avoid violating 55:13 and 55:15 with respect to campaign contributions. (see III. D. 3. Public Employees on page 249 and 4. Person in Public Service on page 251)

In addition, if a political committee consists of persons in the public service, such as members of the town finance or school committee, it should have an additional member of the political committee who is not in the public service act as its treasurer to avoid a violation of 55:15. One member of a town finance committee, for example, would not be able to give a campaign contribution to any other member of the town finance committee without violating 55:15.

B. ORGANIZATION [55:5,27]

Each political committee must organize by filing a statement of organization. [55:5] The Office of Campaign and Political Finance has prepared and provides a one page information sheet and a notice to groups or organizations which should file a statement. (see sample Statement of Organization Procedure on page 371 and notice on page 372)

1. Form of Statement [55:27] (see sample form, CPF M101, on pages 373 and 374)

The form of the statement of organization must be approved by the director of campaign and political finance and by the attorney general.

A supply of blank forms must be furnished to all town clerks by the Office of Campaign and Political Finance. These are usually sent out in January of each year. Additional forms may be obtained from that office by calling 617-727-8352 or 1-800-462-6273 or by sending a letter of request or completed order form to the Office of Campaign and Political Finance, one Ashburton Place, Room 1007, Boston 02108. (see sample order form on page 375)

The CPF M101 form is 8 1/2" X 11," green with black printing.

2. Contents [55:5]

The CPF M101 form is entitled *Statement of Organization of a Political Committee.* A box, entitled *Office Use Only,* in which the date and time of receipt may be entered, appears in the top right corner. The word *MUNICIPAL* and the form number, CPF M-101, appear in bold printing next to the box. Instructions and a copy of 55:5 are printed on the back of the form.

The front of the form contains 9 numbered items and spaces in which the information required by 55:5 must be entered, as follows:

a. committee name (item 1)

The full name of the committee must be entered in item 1. If the committee is organized on behalf of a candidate, the committee name must include the candidate's surname. The candidate's full name may be included. Committee names might be *Committee to Elect [Re-elect] John H. Jones, Committee to Elect [Re-elect] John Jones,* or simply *The Jones Election Committee.* The name of a committee organized on behalf of more than one candidate might be *The Committee to Elect Joe Smith and Tim Jones.*

Other committee names might be *Committee for Charter Reform, Committee for Fiscal Responsibility, Committee for Quality Schools, Committee to Support/Oppose Question 3,* etc.

NOTE: A political committee, other than an elected party town committee, having as part of its name the name of a political party, must obtain written consent from the appropriate duly elected party state committee before using its name in a campaign advertisement, circular or publication. (see 56:40)

b. committee address (item 2)

If the committee has a headquarters, that address should be entered in item 2. However, in many towns, there is no committee headquarters. In that case, the Office of Campaign and Political

Finance recommends that the mailing address of the committee treasurer be entered.

The committee address may be the address of the candidate, the committee chairman, or other committee officer or member. In any event, the committee address, should not be a public building.

If, however, the candidate is a public employee or in the public service, it would not be advisable for his address to be used as the committee address. (see III. D. 3. Public Employees on page 249 and 4. Person in Public Service on page 251)

c. purpose (item 3)

The purpose for which the committee is organized must be entered in item 3. and might be one of the following:

- to elect/nominate [name of candidate] as [name of office]
- to support [oppose] charter adoption/revision/amendment
- to support [oppose] measures to improve the government of the town of [name]
- to support [oppose] the adoption of the question to [subject of question]
- to support all measures which will maintain a reasonable tax rate in the Town of [name]

Under item 3., the appropriate box should be checked to indicate the type of committee. If the committee is organized to support a candidate, the office title should be entered in the space provided.

d. name and address of chairman and treasurer (item 4)

The name and residential address of the chairman and the treasurer must be entered in item 4. Many town candidates use the term *campaign coordinator or manager* and in that case, the coordinator's or manager's name should be entered as chairman.

The committee treasurer's home and office telephone numbers are not required to be entered but space has been provided on the form. Having these telephone numbers will be helpful in case the treasurer must be contacted.

A candidate may be the chairman of his political committee but not its treasurer. [55:5, 1986:631] An individual, other than the candidate, may be both the chairman and the treasurer of a political committee.

A public employee, except an elected official, should not be the treasurer of a political committee since he may not directly or indirectly solicit or receive campaign contributions. [55:13; AO-85-6] In addition, a person in the public service should not be the treasurer unless he is certain he does not, directly or indirectly, receive any campaign contributions from another person in the public service. [55:15] Note that the treasurer would indirectly receive a contribution from a person in the public service if it were given to a member of the committee since contributions must be turned over to the treasurer. [55:23]

A public employee may be the chairman of a political committee, but must carry out that function in an extremely careful manner to avoid any activity that would appear to be directly or indirectly soliciting or receiving any thing of value for political purposes. [AO-84-2,3] A person in the public service may also be the chairman of a committee provided he does not directly or indirectly receive a contribution from another person in the public service.

NOTE: Public employees and persons in public service may be members of a political committee or may volunteer to work for a candidate or committee on their own time, but not during regular working hours. (see VI. F. EXPENDITURE OF MUNICIPAL FUNDS FOR POLITICAL PURPOSES on page 295)

e. name and address of other principal officers (item 5)

The names and addresses of other principal officers of the committee, including the officers and members of a finance committee, if any, must be entered in item 5.

If one member of the committee has the primary responsibility of assisting the chairman, his name and address should be entered. His title may be *vice-chairman* or *assistant to chairman*, etc. The committee may have a clerk to keep notes at meetings and handle correspondence and if so, that person's name, address and title should be entered.

If two or more members of the committee have the primary responsibility of raising campaign funds, these members would constitute a finance committee. The committee treasurer may be the chairman of the finance committee and in that case, his name and address should be entered in both item 4. and item 5.

Many political committees have no officers except the chairman and the treasurer and in that case, item 5 should be blank.

f. name and address of candidate (item 6)

The name and address of the candidate(s) being supported by the committee must be entered in item 6. In addition, the candidate's party affiliation must be entered unless the candidate is nominated or elected without reference to a political party. For example, in towns which do not have primaries or political party caucuses, the candidate's party affiliation is not entered on the statement of organization.

55:5 prohibits a candidate from having more than one political committee organized on his behalf. If a person is or was a candidate for local office and has a political committee organized on his behalf, he must use the same political committee if he becomes a candidate for state or county office. The candidate may not have two committees organized, one at the local level and another at the state level. [AO-88-05]

However, 55:5 does not prohibit a political committee from being organized on behalf of more than one candidate. If two candidates have the same committee organized on their behalf, both candidates' names must be entered in item 6.

A multi-candidate committee must enter in item 6. the name and address of all candidates it supports, if known at the time of filing. For example, a taxpayers' association might support two or more candidates pledged to cut taxes, or a committee for quality schools might be organized for the purpose of supporting two or more candidates for school committee.

g. signature of committee chairman (item 7)

The chairman of the political committee must sign the form in item 7.

h. written acceptance of committee treasurer (item 8)

The committee treasurer must qualify for the office by filing a written acceptance. Space is provided on the form in item 8. for the treasurer to sign an acceptance statement. He should also enter his mailing address and the date he signed.

i. candidate's consent (item 9)

The written consent of the candidate is required in order to organize a political committee on his behalf. Space is provided on the form item 9 in which the candidate must sign a consent statement and enter his address. His party affiliation should also be entered unless the town does not have a primary or political party caucus or he is running as an unenrolled candidate in the general election.

If the committee is organized on behalf of two candidates, each must sign.

Item 9. would be left blank on a statement of organization of a multi-candidate or ballot question committee.

3. Where to File [55:5,24]

If the political committee is organized for the purpose of a state primary or election, or presidential primary, the statement of organization must be filed with the director of campaign and political finance. Questions with respect to completing, signing and filing a statement of organization form should be referred to the Office of Campaign and Political Finance. A town clerk should not attempt to give advice.

If the political committee is organized for the purpose of a nomination or election to town office or a question on a town election ballot, the completed and signed statement of organization form must be filed with the town clerk.

A statement must be filed with the director of campaign and political finance and with the town clerk if the committee is organized on behalf of a candidate running for or holding office on both the local and state level. [AO-88-05]

A political committee, organized on behalf of a candidate for regional school committee to be elected district-wide, must file the completed and signed statement of organization form with the clerk of the town where the candidate is a registered voter. [55:24; 1988:10] Committees organized on behalf of candidates running for other district offices, such as a fire or water district, must file the statement of organization with the district clerk or secretary.

NOTE: The Democratic and Republican town committees must file a list of the names and addresses of its officers and members with the town clerk under 52:5. However, this list is different from a statement of organization required by 55:5. The 55:5 statement of organization must be filed with the director. (see AO-84-13)

4. When To File

55:5 does not specify a deadline for filing a statement of organization. However, it prohibits any person, acting under the authority of or on behalf of a political committee, from receiving or expending any money or anything of value until the committee treasurer has qualified for office by having his written acceptance filed.

The statement should be filed as soon as possible after the committee is established and before any financial campaign activity takes place.

5. Amending

a. change in information

If there is any change in the information contained in a filed statement, it must be reported to the person with whom the original statement was filed within 10 days following the change.

The report of changes should be made in writing although 55:5 does not specifically require it. The change, except a change in the treasurer, may be reported by entering the new information on a new statement of organization form. In that case, the form should be signed by the committee chairman and the candidate or the chairman of a multi-candidate or ballot question committee. Or, the change may be reported in a letter to the town clerk signed by the committee chairman and, if applicable, the candidate.

b. change of committee treasurer (see sample form, CPF M-T101, on page 376)

If a committee treasurer changes, the new treasurer may not assume his duties until his written acceptance has been filed. An official form provided by the director of campaign and political finance must be used.

The form, CPF M-T101, is 8 1/2" X 11", green with black printing, entitled *CHANGE OF TREASURER FORM.* A box entitled *Office Use Only* in which the date and time of receipt may be entered appears in the top right corner. The word *MUNICIPAL* and the form number appear in bold printing next to the box.

The name of the committee, the name and residential address of the new treasurer, his home and office telephone numbers, his signature, mailing address and the date must be entered in items 1 through 4 on the form.

If the committee is organized on behalf of a candidate, the candidate's signature and his address must be entered in item 5.

The completed and signed form CPF M-T101 should be filed as soon as possible and must be filed before any additional campaign finance activities take place.

C. RECEIVING STATEMENTS OF ORGANIZATION

A statement of organization may be received by mail or in person. Usually, statements are presented in person at the town clerk's office by the committee treasurer or chairman.

Upon receipt, a statement of organization should be inspected to be certain that the required information has been entered, that it has been signed by the committee chairman and the committee treasurer. If the committee has been organized on behalf of a candidate, be certain that the candidate has signed his consent under item 9. If organized on behalf of more than one candidate, all candidates must have signed under item 9.

If the statement does not contain all the required information and signatures, it should not be accepted for filing until the appropriate corrections have been made. If the committee treasurer or chairman presented the statement, he may make additions or corrections, including his own signature, before he leaves the office.

Otherwise, the statement should either be returned for correction, or the committee treasurer, chairman or candidate should be contacted, informed of what is needed and asked to come to the office. In that case, if a complete and correct statement is not received within a reasonable time, written notice should be sent. The procedures to be used are the same as outlined under IX. D. NOTICES on page 354 and X. TOWN CLERK TO NOTIFY ATTORNEY GENERAL on page 356.

If, however, the statement of organization is complete and in order, it should be time stamped or the date and hour of receipt entered in the box at the top right corner of the form.

The statements of organization must be filed in the town clerk's office. They may be filed with the committee's campaign finance reports when received or placed in a separate file.

Upon receipt of a written amended statement or form CPF M-T101 for a change of treasurer, it should also be inspected and corrected, if necessary. It is suggested that an amended statement or form be attached to the original statement.

NOTE: For information related to filing a Disclosure of Assets Statement, Schedule E, see IV. G. DISSOLVING A POLITICAL COMMITTEE, 5. Disclosure of Assets, on page 264.

D. PERMITTED COMMITTEE ACTIVITIES

1. Receive and Expend Money or Things of Value [55:6,7,23; Regs. 2.05,2.06]

55:6 permits a duly organized political committee to receive, pay and expend money or other things of value for the enhancement of the political future of the candidate or principle for which the committee is organized.

Under 55:7, the permitted committee activities are more specific. A political committee or person acting under the authority or on behalf of a political committee may receive money or its equivalent, or expend or disburse or promise to disburse the same for the following purposes:

- aiding or promoting the success or defeat of a candidate at a primary or election,
- aiding or promoting the success or defeat of a political party or principle in public elections,
- favoring or opposing the adoption or rejection of a question submitted to the voters,

  NOTE: It is not necessary that a question be legally certified as appearing on the ballot. A political committee may make expenditures in anticipation that it will appear on the ballot, provided the expenditures are restricted to influencing the vote of the public. [AO-83-13, AO-84-5]

- other purposes expressly authorized by chapter 55.

The Regulations 2.05 and 2.06 contain the details covering types of permitted expenditures. (see VI. EXPENDITURES on page 281 for further information)

2. Contributions [55:6; 1987:519; Regs. 2.06(5)]

A duly organized political committee may contribute to other political committees or to the campaign fund of a candidate. However, in some cases, the amount of the contribution is limited. In addition, the amount a contribution made in cash is limited. (see V. B. 2. Political Committees on page 278)

NOTE: A committee organized on behalf of a candidate for a state constitutional office is prohibited from contributing to any other political committee or to the campaign fund of any other candidate.

3. Credit Card [55:9; 1986:631]

A political committee may use a credit card, obtained in accordance with applicable banking laws and in the ordinary course of business, in order to make expenditures for the purpose for which the committee was organized.

In obtaining and using a credit card, the political committee must comply with the Regulations as well as with Chapter 55. (see VI. G. CREDIT CARD on page 297)

4. Personal Property

A political committee may acquire and use personal property, such as office furniture and equipment including desks, chairs, tables, typewriters, computers, etc. However, the item acquired must be used primarily for the purposes permitted by the Regulations. (see VI. C. PERMITTED BY POLITICAL COMMITTEES on page 282)

In many towns, political committees do not acquire personal property since they are not organized for a long enough time and do not usually receive sufficient funds. Needed personal property is either loaned or contributed to the committee. Or, only its use is purchased by the committee, such as computer time or data processing services.

5. Other Activities

A political committee may engage in other activities usually connected with a campaign, such as the following:

- planning campaign strategy
- designing and preparing campaign flyers, literature and ads
- obtaining sponsors for ads
- recruiting and organizing volunteers to prepare mailing, distribute literature, telephone the voters, act as poll checkers, etc.
- preparing speeches
- arranging coffee/sherry parties, meetings or debates, etc.

E. RESTRICTIONS ON COMMITTEES

1. On Contributions

The restrictions and limitations on contributions which may be accepted by political committees are the same as outlined for candidates under III. D.1. On Contributions on page 246 except that a ballot question committee may accept corporate contributions and there is no limit on the amount of such contributions. (see also V. B. RESTRICTIONS ON CONTRIBUTIONS on page 275)

In addition, contributions may not be received while a political committee has no treasurer or before he has filed his written acceptance. [55:5]

2. On Soliciting

The restrictions on soliciting campaign contributions by political committees are the same as outlined for candidates under III. D. 2. On Soliciting on page 248.

3. Expenditures

a. expenditures for personal use [55:6; Regs. 2.06(6)(a)]

A political committee may not make any expenditures for a candidate's or any other person's personal use. Regs. 2.06(6)(a) contain specific expenditures prohibited as personal use. (see VI. D. PROHIBITED EXPENDITURES BY POLITICAL COMMITTEES on page 293)

b. cash expenditures limited [55:9]

Expenditures made in cash are limited to $50.00 or less. Any expenditure for an amount over $50.00 must be made by check. (see also VI. E. LIMITATION ON EXPENDITURES on page 294)

c. expenditures prohibited if no committee treasurer [55:5]

Expenditures may not be made if the committee has no treasurer or before he has filed is written acceptance.

d. authorization required [55:5]

No expenditure may be made for or on behalf of a political committee without the authorization of the chairman or treasurer, or their designated agents. In addition, authorization must be obtained before a liability is incurred, such as ordering campaign materials.

The General Laws do not specify how authorization is to be made. The authorization may be verbal or in writing.

F. COMMITTEE TREASURER'S DUTIES [55:5]

A committee treasurer remains subject to all the duties and liabilities imposed by Chapter 55 until his written resignation from the office is received by the candidate or his successor's written acceptance is filed with the town clerk on form CPF M-T101. (see IV. B. 3. Where to File on page 258)

A committee treasurer's duties include the following:

1. Records [55:5]

The committee treasurer must maintain and keep detailed records, vouchers and receipts related to the committee's financial activity. [55:5] The records required to be kept are the same as outlined for candidates under III. B. RECORDS on page 242.

NOTE: Any person acting under the authority of or on behalf of a political committee must give a detailed account to the committee treasurer when he demands it and, in any event, within 3 days after receiving or expending any money or its equivalent or promising the same, or incurring any liability. He must also give the treasurer all vouchers, receipted bills, etc. These accounts become part of the treasurer's records. [55:23]

2. Committee Funds [55:5]

The treasurer must keep all committee funds separate from any personal funds of officers, members or associates of the committee.

3. Investment Funds [55:6; Regs. 2.07(7)]

The treasurer may open and use a checking account. He may invest committee funds only in a savings or money market account to earn interest, but may not invest funds in other things of value in any other manner. Regs. 2.07(7) specify the types of money market accounts which may be used.

The accounts must be opened in the name of the committee, not in the treasurer's name.

4. Illegal or Improper Contributions

See V. B. 6. Illegal or Improper Contributions on page 280.

5. Prepare and File Reports [55:18]

The committee treasurer must prepare, sign and file the campaign finance reports required to be filed with the town clerk. (see VIII. CAMPAIGN FINANCE REPORTS on page 300)

6. Other Duties

The committee treasurer may also have other duties associated with the office, such as developing and/or managing fund-raising activities, advising the candidate and committee on financial matters and reporting the financial condition to the committee, etc.

G. DISSOLVING A POLITICAL COMMITTEE [55:18; Regs. 2.07,2.08]

Once a political committee has been duly organized by filing a statement of organization, it remains in existence and subject to Chapter 55 until it formally dissolves by filing a statement to that effect. [55:18(18)]

A political committee may not dissolve until all outstanding obligations or liabilities have been discharged. In addition, it may not dissolve until it has disposed of its assets. [Regs. 2.07(8)] A political committee must continue to file campaign finance reports until its dissolution statement has been filed whether or not it has had any campaign finance activity during the related reporting period and whether or not it has a balance remaining in its campaign fund.

There are several methods by which a political committee may comply with the requirements as follows:

1. Separate Dissolution Statement

   a. form (see sample form on page 377)

   The format of a dissolution statement is not specified in the General Laws and the director is not required to prepare or provide such a form. However, some town clerks have designed a separate form to be used for this purpose and provide a copy to each political committee which has filed a statement of organization.

   b. contents [55:18(18); Regs. 2.07(8)]

   For identification, a separate dissolution statement should include the committee name and address.

   55:18 specifically requires that the dissolution statement contain a statement detailing the intended or actual disposition of any residual funds held by the committee. [55:18(18)] Residual funds are the campaign contributions remaining after all obligations have been discharged. If funds have been received from the disposition of committee assets and have not be used for permitted campaign expenditures, they must be included in the residual funds. [Regs. 2.07(8)]

   Under 55:18 and Regs. 2.07(8), all residual funds must be donated to the Commonwealth of Massachusetts Local Aid Fund. No other disposition is permitted.

   NOTE: While it is still in existence, a political committee may donate campaign funds to a charity provided the requirements of Regs. 2.06(3)(a) are met. (see VI. C. 17. Charitable Contributions on page 289) However, the donation may not be made simply to avoid sending surplus campaign funds to the Local Aid Fund.

   A statement that the committee has dissolved should also be included. [55:18(18)]

   c. preparation

   The Generals Laws do not specify who is to prepare the dissolution statement. However, the treasurer of the political committee should do so since he is responsible for committee funds.

   The date of dissolution should be entered. Usually, this would be the date on which the committee filed its final report.

   If there are residual funds, the first box on the form shown in the sample on page 377 should be checked. The amount of residual funds should be entered in the space provided and the date on which they were or will be donated to the Local Aid Fund should be entered.

The committee treasurer should make out a check payable to the Commonwealth of Massachusetts in the amount of the residual funds. It should be forwarded to the State Treasurer, State House, Boston, 02133. It is suggested that a note be included to inform the state treasurer why the check is being sent.

If there are no residual funds, the second box on the form shown in the sample on page 377 should be checked.

The General Laws do not specify who is to sign the dissolution statement. However, it should be signed by the committee treasurer and should be signed under the penalties of perjury. [55:24]

2. Form CPF M102

If a separate dissolution statement is not used, either of the methods outline below may be used. In either case, the committee treasurer should make a check mark in the box opposite "Dissolution" at the top of the form, in the right corner if a candidate's committee and in the left corner if a ballot question committee.

In addition, the committee treasurer's signature entered on the form in Box D is sufficient. He does not need to sign elsewhere on the form. The candidate's signature will appear on the form in Box F, unless he was required to file his own report.

a. statement at top of form

The committee treasurer may enter a statement similar to the following in the top margin of the committee's final report:

> FINAL REPORT - COMMITTEE DISSOLVED - RESIDUAL [SURPLUS] FUNDS SENT TO LOCAL AID FUND [STATE TREASURER] ON [DATE]

The amount of residual funds will appear in item 5. Ending balance on page 1.

b. disposition of residual funds on Schedule B

The committee treasurer may enter the disposition of residual funds as an item on Schedule B. In this case, the following information should be entered:

- DATE PAID: the date the check was sent
- TO WHOM PAID: Commonwealth of Massachusetts
- ADDRESS: State Treasurer, State House, Boston, 02133
- PURPOSE: Donation - Residual Funds to Local Aid Fund
- AMOUNT: under "General," the amount of residual funds transmitted

The amount shown in item 5. Ending balance on page 1 will be zero.

3. Dissolution

If there are no residual funds and no outstanding liabilities, the committee treasurer may simply check the box next to "Dissolution" on form CPF M102 being filed as a final report. He does not need to file a separate dissolution statement or enter the statement on the form. In this case, zero must have been entered in item 5, Ending balance and item 7, Total liabilities on page 1.

If the final report shows no residual funds or outstanding liabilities, but the treasurer has neglected to check the box next to "Dissolution," the committee may be considered to have dissolved. However, since the committee may not wish to dissolve at the time of filing the report, it is suggested that you send a letter to the committee treasurer and the candidate, if applicable, informing them that if no further information is received, you will consider that the committee has dissolved. (see sample letter on page 378)

4. Filing Dissolution Statement [55:24]

The signed dissolution statement of a committee organized for town elections must be filed with the town clerk. If a separate statement is used, it should accompany the committee's final report. (see VIII. E. FILING REPORTS on page 334)

The signed dissolution statement of a committee organized on behalf of a candidate for regional district school committee member to be elected district-wide must be filed with the clerk of the town where the candidate is a registered voter [1988:10].

NOTE: If the political committee is organized on behalf of candidates for other district offices, such as a water or fire district, the statement must be filed with the district secretary or clerk along with the final report.

5. Disclosure of Assets [Regs. 2.08]

Regulation 2.08(2) requires all political committees which file reports with the director of campaign and political finance to complete and file a "Disclosure of Assets Statement." While such a statement is not specifically required by the Regulations to be filed by political committees organized on the local level, the director has prepared and provides town clerks with Schedule E for the use of such committees.

The completed and signed Schedule E is to be filed with every campaign finance report due on January 10th of each year and with the dissolution statement. Since a political committee on the local level is likely to organize after January 1st and to dissolve before the next January 1st, the details related to Schedule E are included in this section of the manual. Many local political committees will need to file Schedule E only at the time of dissolution.

a. form and contents (see sample form, Schedule E, on pages 379 and 380)

The form is entitled "DISCLOSURE OF ASSETS STATEMENT." A box entitled "Office Use Only" in which the date and time of receipt may be entered, appears in the top right corner. The word "MUNICIPAL" and "Schedule E" appear next to the box in bold printing.

The form is 8 1/2" X 11," green with black printing.

b. preparing the form

The following information should be entered by the committee treasurer on the front of the form on the first Schedule E being filed:

- name of committee: Enter the name of the committee as it appears on Form CPF M101, Statement of Organization.

- Date of Report: Enter the date the report is required to be filed, either January 10th or the date of dissolution.

- Asset (1): In the column entitled *Asset (1)*, enter the type of each asset acquired by the committee provided it has a useful life of more than one year, would be depreciated in a normal business environment, and has a cost or value of $1,000.00 or more at the time it was acquired. Include the make and year when applicable. (see footnote (1)) Other personal property acquired by the committee does not need to be included.

  The most common asset acquired by a local political committee which should be included on the schedule would probably be a computer.

  If the committee has no assets having a cost or value of $1,000.00 or more, enter "NONE" in this column. Leave all other columns blank.

- Date and Where Acquired: Enter the date the asset was acquired and where.

- Present Location: Enter the address where the computer is located. Note that if a computer is being used for fund raising activities, it must not be located in a public building. [AO-88-09,14]

- Manner Acquired: Enter the manner in which the asset was acquired, either purchase or in kind contribution. Note that the contribution limits apply to in kind contributions of personal property. Also note that unless the committee is organized for a ballot question, the asset may not have been donated by a business corporation. (see V. B. RESTRICTIONS ON CONTRIBUTIONS on page 275)

- Cost (P) - Value(I): If the committee purchased the asset, enter the purchase price and enter (P) next to the amount. If the committee obtained the asset by in kind contribution, enter the value and enter (I) next to the amount.

  Footnote (2) related to this column requires that a statement of how the value of the in kind contribution was determined be attached to the form. The statement might include the original purchase price for the make and model of the asset, the amount subtracted for depreciation based upon its age and the net value at the time the committee acquired it.

- Signatures - Dates: Both the candidate and the committee treasurer should sign the form in the spaces provided at the bottom and each should enter the date on which he signed. For a ballot question committee, only the treasurer's signature will be entered. Note that the form must be signed under the penalties of perjury.

The back of the form, Part A, contains columns in which to enter the required information for assets acquired after the first Schedule E was filed. The information to be entered is the same as outlined above for the front of the form.

The back of the form, Part B, contains columns in which to enter information related to disposition of assets.

- Date of Disposition: Enter the date the asset was disposed of.

  If no assets were disposed of at the time of filing the form, enter "NONE" in this column. Also enter "NONE" in this column if "NONE" is entered on the front of the form under "Asset(1)."

  Note that a political committee must dispose of assets before it may dissolve.

- Manner of Disposition: Enter the manner in which the asset was disposed of, whether by sale, trade or retirement.

- Disposition to: Name and Address: Enter the name and address of the person or company to which the asset was sold or traded.

  NOTE: The asset may be given to a candidate or another political committee, provided its value at the time of disposition does not exceed the limit on contributions. It may be given to someone other than a candidate or political committee only if it has no value.

- Disposition Value: If sold, enter the amount of money received for the asset. If traded, enter the amount subtracted from the cost or value of the new item received. If retired, enter the value of the asset at the time of disposition, the original cost minus the amount attributable to depreciation and damage, if any.

c. Filing Schedule E

The completed and signed Schedule E should be filed with the town clerk.

If the committee is in existence on January 1st, it must file a January 10th campaign finance report and a completed and signed Schedule E should be filed with that report each January 10th until the committee has dissolved.

A completed and signed Schedule E should be filed with the committee's final report and dissolution statement regardless of whether or not it had to file a campaign finance report on the previous January 10th.

Many local political committees will need to file only one Schedule E, that to be filed with the final report and dissolution statement.

V. CONTRIBUTIONS

A. DEFINITION [55:1]

55:1 defines the term *contribution* as a contribution of money or anything of value to an individual, candidate, political committee, or person acting on their behalf for the purpose of influencing the nomination or election of an individual or candidate, or for the purpose of promoting or opposing a charter change, referendum question, constitutional amendment, or other question submitted to the voters. A contribution includes any of the following:

1. Money or Anything of Value [55:1(1)]

A contribution of money or anything of value may be made as a gift, subscription, loan, advance or a deposit.

EXCEPTION: A loan of money to a candidate by a national or state bank made in accordance with the applicable banking laws and regulations and in the ordinary course of business is excluded from the definition of contribution in 55:1. For example, if the candidate obtained a personal loan or a mortgage on his house from a bank to help finance his campaign, the loan or mortgage would not be a campaign contribution from the bank. The money from the loan or mortgage actually used in the campaign would, however, have to be reported as a contribution of personal funds from the candidate.

a. money

A contribution of money made to a candidate or political committee might be any of the following:

- cash or a check

- subscription. A subscription might be a promise to give a donation at a later time.

- a loan

  EXAMPLE: Joe Smith lends candidate Jones $200.00 to meet campaign expenses incurred before sufficient contributions have been received. Joe expects to be repaid the amount of the loan after the election.

  Note that an individual may not charge the candidate or political committee interest on money lent. A candidate may not charge interest on money from his personal funds that he has lent to his committee. However, if he borrowed money from a bank and contributes some or all of that money to his committee, he may charge the same interest on the portion lent as the bank is charging him. [Regs. 1.05(1)]

- an advance. An advance is similar to a loan.

- deposit of money. An individual or a member of a campaign committee might deposit money into a political committee's campaign bank account. Note, however, that the contributor's name and address and the amount must be reported to the committee treasurer within 3 business days. (see 55:23)

b. anything of value

A contribution of a thing of value is called an "in kind" contribution on campaign finance report forms and in this manual. An in kind contribution, might be any of the following:

- the use of office equipment owned by an individual for which the owner does not charge a candidate or political committee.

  EXAMPLE: If an individual permits his own computer to be used to prepare a set of mailing labels, the fair value of the use is an in kind contribution. Or, if an individual makes copies of a flyer using his own equipment, the fair value of the paper and the use of the copier is an in kind contribution. [Regs. 2.07(3); AO-84-1]]

- the use of space at less than fair market value, unless it is a usual and customary practice of the owner to provide the space in such a manner to the general public. [Regs. 2.07(3)]

  EXAMPLE: Frank Brown owns the East End Club and rents it to a candidate or a political committee for a fund-raising party. He usually charges rent of $200 per night. He charges the candidate or committee $100. He has made an in kind contribution the value of which is $100.

- postage and/or envelopes

EXAMPLE:

(a) Betty Jones helps prepare a mailing of campaign literature. The candidate or a political committee has provided her with 100 campaign flyers. Betty uses her own envelopes and stamps. She has made an in kind contribution the value of which is the cost of 100 envelopes and $25.00 in postage.

(b) The owner of the local stationery store, an unincorporated business, donates 2,000 envelopes to a candidate. The retail value of the envelopes is an in kind contribution.

- telephone

EXAMPLE: Frank Fish lives near the polling place. He pays for having a temporary telephone installed in his home for the use of the Committee to Support Charter Reform on election day. He has made an in kind contribution of the telephone costs. [Regs. 2.07(3)]

- use of a car

Whether or not the use of a car, to give voters rides to the polls, for example, is an in kind expenditure will depend upon the amount of use. If a person gives a large number of voters a ride to the polls from 8 A.M. to 8 P.M., the use of the car would be an in kind contribution. The value may be assigned based upon the per mile allowance used in federal income tax returns. However, if a person gives 3 or 4 voters a ride to the polls on election day, the cost of the car use may be considered an expense incidental to the personal service and is not an in kind contribution under the definition in 55:1. (see V. A. 7. Exclusions on page 275)

- refreshments for a coffee/sherry party

Whether or not the refreshments are an in kind contribution will depend upon the amount expended. If the refreshments cost more than $50.00, an in kind contribution has been made. (see AO-88-26) However, if the cost is $50.00 or less, the expenses may be considered ordinary hospitality under the definition of contribution in 55:1 and do not need to be reported as an in kind contribution. (see V. A. 7. Exclusions on page 275)

2. Transfer Between Political Committees [55:1(2)]

If one political committee gives money or anything of value to another political committee, a campaign contribution has been made. The contribution may be in any of the forms outlined under V. A. 1. Money or Anything of Value on page 270.

EXAMPLE: If a political committee gives a check for $50.00 to another political committee, a contribution has been made. Or, if the committee lends office equipment or provides the free use of such equipment to another political committee, an in kind contribution has been made.

Note that, in some cases, the amount of a contribution from a political committee to other political committees is limited. (see V. B. 2. By Political Committees on page 278)

3. Payment for Personal Services [55:1(3)]

Payment, by any person other than a candidate or political committee, or compensation for the personal services of another which are rendered to the candidate or committee is a campaign contribution.

EXAMPLES:

(a) If Joe Smith pays his secretary her regular salary for time she spends typing campaign letters for a candidate, or he asks her to type campaign material during regular working hours, he has made a contribution of the amount paid for hours worked on campaign material.

(b) If Attorney Jane Doe donates her personal services to a candidate but pays a paralegal to do research, she has made a contribution of the amount paid to the paralegal for the research.

4. Purchases for Fund-Raising Activities [55:1(4), last paragraph]

55:1(4) defines contributions as purchases from an individual, candidate or political committee, or person acting on their behalf, whether through the device of tickets, advertisements, or otherwise, for fund-raising activities, including testimonials, held on behalf of the individual, candidate or political committee, *to the extent that the purchase price exceeds the actual cost of the goods sold or services rendered.*

However, all payments to candidates or political committee are considered contributions regardless of whether the money comes from a fund-raising activity or not. The full purchase price of tickets, advertising, etc. for fund-raising activities must be reported as contributions and all the expenses for fund-raising activities must be reported as expenditures.

In addition, the last paragraph of 55:1 requires that the receipt of money or anything of value by an individual, or person acting on his behalf, resulting from any fund-raising activity, including a testimonial, regardless of the purpose of the activity, is a campaign contribution and must be reported if the individual is a candidate under clause (1) or clause (2) of the definition at the time of or subsequent to the receipt, or if the individual holds elective public office and thereby becomes a candidate under clause (3) of the definition.

EXAMPLE: Friends gave a testimonial dinner for Bill Jones in December and sold tickets to the event. At the dinner, they gave Bill $350.00, the net proceeds from the event, in recognition of his unusual service in organizing and supporting a Little League program in the town.

In February, Bill decided to run for selectman and plans to use the $350.00 for his campaign. Bill must include in his campaign finance report the gross receipts from the sale of tickets and other contributions, if any, not just the $350.00 he received as a gift. (see also Example: under VI. A. 3. Expenditures for Fund-Raising Activities on page 281)

However, if none of the $350.00 was or will be used for campaign purposes, Bill does not need to include the financial activity related to the dinner in a campaign finance report. He may use the money to buy a gift for a family member, take a vacation, or for some other personal use.

The purpose of this provision of 55:1 is to prevent campaign fund-raising activities being disguised and the resulting contributions omitted from a campaign finance report.

NOTE: An elective officeholder should not have a testimonial or similar event for any purpose and receive money or gifts since such an activity would violate the prohibition against campaign funds being used for personal use. The officeholder should wait until after he no longer holds office. (VI. D. 1. Personal Use on page 293)

5. Discounts or Rebates [55:1(5)]

A discount or rebate not available to other candidates for the same office and to the general public is a campaign contribution.

EXAMPLE: If an unincorporated business sells campaign material, such as bumper stickers, to the candidate at a discount, the individual owner has made a contribution in the amount discounted. Or, if a business corporation provides materials or services at a discount to a ballot question committee, it has made a contribution.

6. Forgiveness or Payment of Indebtedness [55:1(6); Regs. 1.02(2)]

Forgiveness of indebtedness or payment of indebtedness by another person is a campaign contribution and is subject to the same limitations. (see V. B. 1. b. amount of contribution limited on page 276)

EXAMPLE: If Joe Smith, who lent candidate Jones $200.00 before the election, decides after the election to cancel the loan, he has made a campaign contribution. Or, if Bill Allen pays Joe the $200.00 to discharge the loan, Bill has made a campaign contribution to candidate Jones.

The settlement of corporate debt for goods and services for less than the amount owed is regulated under Regs. 1.03. If the debt of a candidate or a candidate's committee is settled, all the requirements of Regs. 1.03(1)(a) through (f) must be met to avoid an illegal campaign contribution by the corporation. Also, if a corporation wishes to settle a debt with a ballot question committee but does not wish to make a contribution, all the requirements of Regs. 1.03(1) must be met. In these cases, the candidate or political committee must file a "Statement of Settlement" with the Office of Campaign and Political Finance. The statement must be signed by the candidate, the committee treasurer and a duly authorized agent of the corporation.

The settlement of noncorporate debts must meet the requirements of Regs. 1.03(2)(a) through (c).

7. Exclusions

Specifically excluded from the definition of contribution in 55:1 are services by speakers, editors, writers, poll watchers, poll checkers or others and the payment by those rendering such services of such personal expenses as may be incidental thereto or in the exercise of ordinary hospitality.

EXAMPLES:

(a) A person whose usual job is writing for a magazine, helps a candidate write his campaign flyer on a volunteer basis and on his own time. His services and any incidental expenses the writer has in connection with such work, such as transportation, paper, use of his own computer, etc. are not a campaign contribution.

(b) A self-employed sign painter, paints campaign signs for a candidate and charges less than his usual rate. The difference between his usual rate and what he has charged the candidate is a personal service, not a campaign contribution.

(c) The services of volunteer poll checkers, their transportation costs and lunches they pay for themselves on election day are not campaign contributions.

(d) The refreshments served by the person holding a training session for volunteer poll watchers are not a campaign contribution. In addition, the refreshments served at a party for the candidate are not a campaign contribution provided the cost for the refreshments was less then $50.00.

(e) An attorney provides legal services on a volunteer basis to a political committee. These personal services are not a campaign contribution.

B. RESTRICTIONS ON CONTRIBUTIONS

The following restrictions apply to campaign contributions, regardless of the type of contribution listed under V. A. 1. through 6. on pages 281-283.

1. Contributions by Individuals

a. anonymous or disguised contributions [55:10]

An individual may not, directly or indirectly, make a campaign contribution to a candidate or a political committee in any name except his own or disguise the true origin of his contribution. He must make his name and residential address known to the person receiving the contribution at the time the contribution is made.

EXAMPLES:

(a) If a coffee party is given for a candidate, the host should not leave a bowl on a table in which campaign contributions may be placed, unless he announces that no anonymous contributions are permitted. If a person at the party places cash in the bowl without informing the host or the candidate of his name, address and the amount, the contributor will have violated 55:10. If the candidate or his political committee accepts the contribution, he or it will have violated 55:10.

(b) A person wants to contribute to a campaign, but does not wish his contribution to be made public by being itemized in a report. He must contribute a total of $50.00 or less in the calendar year. In that case, the contributor's name and address must appear in the candidate's or committee's records but would not appear on any of the required reports.

(c) Joe Smith wanted to contribute to a candidate but did not want it known. Joe gave Bill White $65.00 who then contributed it to the candidate, but did not tell the candidate the money came from Joe. Both Joe and Bill have violated 55:10. If the candidate knows that the contribution really came from Joe but he records it under Bill's name, he has also violated 55:10.

b. amount limited [55:7; 1987:519,766; Regs. 2.07(5)]

The total amount of campaign contributions made by an individual is limited to $1,000.00 during any one calendar year. [55:7] (see EXCEPTIONS: on page 277) In calculating the total contribution made by one person during the calendar year, all types of contributions must be included, money, in kind, and purchase of tickets to fund-raising event, etc. In addition, an item or service acquired through a financing arrangement involving a loan from an individual may not result in a contribution over the $1,000.00 limit. [Regs. 2.07(5)]

However, the individual may contribute up to the $1,000.00 limit to all of the following during the year:

- each candidate who does not have a political committee
- each candidate and his political committee. If the candidate has a political committee, the contributions to the candidate combined with contributions to that candidate's political committee are limited to $1,000.00.

NOTE: An individual who has contributed up to the $1,000.00 limit to a candidate or to a candidate and his committee, may also make an independent expenditure of any amount in support of the same candidate. (see VI. H. INDEPENDENT EXPENDITURES on page 299 and AO-88-13)

- each elected political committee, such as the Democratic and Republican town committee, or nonelected political committee organized on behalf of a political party. In this case, the total contribution to the committees of any one political party is limited to $1,000.00. For example, an individual may contribute $1,000.00 to the Democratic Town Committee and $1,000.00 to the Republican Town Committee. He may contribute $500.00 to the Democratic Town Committee and $500.00 to a nonelected political committee organized on behalf of the Democratic party and $1,000.00 to the Republican Town Committee. A nonelected political committee organized on behalf of a political party might be the Midtown Women's Republican Club or the Largetown Young Democrats' Club.

- each nonelected political committee not organized on behalf of any one candidate, a political party or a ballot question. Such a committee might be the Committee for Fiscal Responsibility which supports several candidates who advocate reducing taxes.

EXCEPTIONS:

(a) An individual may make a contribution without limitation to any nonelected political committee organized to support or oppose a ballot question. (see 1987:766)

(b) A candidate may make contributions without limitation for the benefit of the nonelected political committee organized on his behalf.

(c) An individual under 18 years of age shall not make campaign contributions in an amount in excess of $25.00 in any one calendar year. The total of all campaign contributions to candidates and/or political committees made by a minor in any one year cannot exceed this limit.

c. cash contribution limited [55:9]

The amount of cash contributions by an individual to any one individual, candidate, political committee or person acting on their behalf is limited to $50.00 in any calendar year. A contribution which makes the total amount of money contributed exceed the $50.00 limit and any subsequent contributions of money must be by check or other negotiable instrument, such as a postal money order or bank check. In calculating whether or not the cash limit has been exceeded, in kind contributions are not included.

d. by candidates and elected officeholders [55:11]

An individual, who is also a candidate for nomination or election or a person holding elective public office, may not make a contribution if it has been demanded, solicited, asked or invited.

NOTE: The prohibition of 55:11 is not limited to campaign contributions, but applies to contributions for any other purpose whatsoever, except for charitable and religious purposes. (see III. D. 2. b. candidates and elective public officeholders on page 246)

The candidate or elective public officeholder may voluntarily make a contribution, but he should be certain that it cannot be construed as having been made in response to a solicitation.

e. by public employees [55:13; 268:9A]

A public employee may make a campaign contribution to a candidate or a political committee. However, he may not, directly or indirectly, solicit or receive such a contribution, even if he is not a candidate.

If the public employee is a candidate, see III. D. 3. Public Employees on page 249.

Additional restrictions apply to a public employee whose office or employment is in any law enforcement, regulatory or investigatory body or agency of the commonwealth, county, city or town. He may not sell, offer for sale or accept payment for tickets or admissions to a testimonial dinner or function or any function having a similar purpose for any person, other than a person holding elective public office. He is also prohibited from soliciting or accepting contributions for such a function. [268:9A] For further information, contact the State Ethics Commission, 617-727-0060.

f. by persons in public service [55:15]

An individual, who is in the public service, may make a campaign contribution to a candidate or to a political committee provided he does not, directly or indirectly, give or deliver it to another person in public service. This prohibition applies to public employees as well as unpaid members of boards or committees, such as advisory boards, subcommittees of elected boards and committees and ad hoc committees.

EXAMPLE: Bill, a member of the finance committee, wants to make a contribution to Jim, another member of the finance committee who is a candidate for selectman. Bill may contribute to Jim's political committee but not to Jim. [AO-82-26]

However, a person holding elective public office may make a campaign contribution to a candidate or to an elected or nonelected political committee, even if the candidate is a person in the public service.

2. By Political Committees [55:6,9; 1987:519; Regs. 2.06(5)]

A political committee organized on behalf of a candidate may not contribute more than $100.00 in any one calendar year to another candidate's nonelected political committee. The total of contributions made by a candidate's political committee to all other candidate's committees is limited to $1,500.00 in any one calendar year. [55:6; Regs. 2.06(5)]

55:6 limits the contribution of a political committee not organized on behalf of an individual candidate to another such committee to $1,000.00 in a calendar year. Therefore, a multi-candidate political committee may not contribute more than $1,000.00 in any one calendar year to another multi-candidate political committee. [55:6; 1987:519]

However, the Supreme Court decisions interpreting the limitations placed on ballot question expenditures do not support the application of 55:6 to ballot question committees. A ballot question committee may contribute without limitation to another ballot question committee provided the committees are organized to support or oppose a question or questions appearing on the same ballot. (see AO-88-32)

A political party town committee may not contribute more than $1,000.00 to any one candidate and his political committee. [55:6;1987:519]

NOTE: The limitations on contributions by candidates' political committees would prevent two such committees from holding a joint fund raising activity. It would be difficult, if not impossible, to identify each committee's actions and therefore, there would be no assurance that one committee did not benefit from the other committee in excess of the amount permitted by 55:6. [AO-88-02]

In addition, if a contribution of money to any one political committee is in excess of $50.00, it must be made by check or other negotiable instrument. [55:9] (see V. B. 1. c. cash contribution limited on page 277)

3. By Corporations [55:8]

Corporations and associations of business corporation and officers or agents acting on their behalf may not make campaign contributions of money or other thing of value to aid, promote or prevent the nomination or election of any person to public office or to aid, promote or antagonize the interest of any political party. A corporation may not contribute to a candidate, his nonelected political committee, to a political party town committee or to any person or political committee working for or against a political party. (see III. D. 1. b. corporate on page 247)

In addition, a trustee or trustees owning or holding a majority of the stock of a corporation may not make a campaign contribution to a candidate or a candidate's political committee if the corporation is carrying on the business of a bank, trust, surety indemnity, safe deposit, insurance, railroad, street railway, telegraph, telephone, gas, electric light, heat, power, canal, aqueduct, or water company, or a company having the right to take land by eminent domain or to exercise franchises in public ways, granted by the commonwealth or by any county, city or town.

EXCEPTION: Non-profit corporations chartered under Chapter 180, G.L., may contribute without limitation to a candidate's political committee, provided that the corporation is not comprised of business corporations which are prohibited from participating in candidate campaign financing. The Ch. 180 corporation must be making political contributions as an incidental activity, and not engaged in fund- raising activities for political purposes and the corporation must disclose to the person receiving the contribution, the names and addresses of its principal officers. [AO-82-2]

Corporations and associations of business corporations may make campaign contributions without limitation to political committees organized on behalf of ballot questions.

4. By Trusts, Foundations or Associations [55:10]

No trust, foundation or association, other than a political committee, may make a campaign contribution, unless at the time it is made the names and addresses of its principal officers are made known to the person receiving the contribution.

5. Prohibited in Public Buildings [55:14]

No person shall in any building or part thereof occupied for state, county or municipal purposes demand, solicit or receive any payment or gift of money or other thing of value for political purposes. In addition, soliciting and receiving campaign contributions in the area around the public building are prohibited. [AO-88-10]

6. Illegal or Improper Contributions [Regs. 1.04(2),(7),(8),(9)]

Candidates and political committee treasurers must exercise their best efforts to determine whether contributions are legal at the time of receipt. [Regs. 1.04(8)] For example, the records should be examined to be certain that a contributor has not exceeded the $50.00 cash limit and that the calendar year limit has not been exceeded. Also, checks received by a candidate or his political committee should be examined to be certain they do not contain the name of a business corporation. [Regs. 1.04(2)]

Any contribution determined to be illegal prior to its deposit must be returned to the contributor in its original form. [Regs. 1.04(8)] Such a contribution is deemed to have not been accepted. [Regs. 1.04(7)]

Any contribution which is determined to be illegal subsequent to its deposit, shall be refunded to the contributor immediately. The refund must be in the form of a check written on the candidate's or committee's campaign account. [Regs. 1.04(8)] For example, if the candidate did not know until after he deposited a contribution that a person who contributed $30.00 was a minor, or that a contribution made by Bill was actually from Joe, he should refund the contribution as soon as he has that knowledge.

A candidate or a committee may refund a contribution if it is determined that its receipt creates an appearance of a conflict of interest or other possible impropriety and the candidate or committee genuinely believes that its receipt creates an impression that the contributor can improperly influence or unduly enjoy official favor or exercise any undue influence. In addition, the candidate or committee may refund a contribution from a particular category or type of contributor in accordance with a stated policy applied in an open and consistent manner. [Regs. 1.04(9)]

The contribution may also be returned or refunded if the candidate does not wish to have the contributor associated with his campaign. For example, if the candidate receives a contribution from someone he knows has many political enemies and he believes such a contribution will adversely affect his campaign, he may return or refund it.

However, refunds of contributions are not permitted if due solely to the termination of a particular candidacy or for the purpose of avoiding sending residual funds to the state treasurer as required by 55:18. [Regs. 1.04(9)]

VI. EXPENDITURES

A. DEFINITION [55:1]

The term *expenditure* is defined in 55:1 as any expenditure of money, or anything of value, by an individual, candidate or political committee or a person acting on their behalf for the purpose of influencing the nomination or election of an individual or a candidate, or of presidential or vice-presidential electors, or for the purpose of promoting or opposing a charter change, referendum question, constitutional amendment, or other question submitted to the voters. 55:1 specifically includes the following items:

1. Money or Anything of Value [55:1(1)]

The expenditure may be a purchase, payment, distribution, loan, advance, deposit, or gift made by a candidate or a political committee.

An expenditure of money may be made in cash, provided the limit of $50.00 is not exceeded [55:9], or by check paid for campaign materials or services.

The expenditure of anything of value, or an in kind expenditure, might be the gift of a computer program, voting list, or other material, or the use of a computer, office furniture or equipment.

2. Transfer Between Political Committees [55:1(2)]

The transfer of money or anything of value from one political committee to another is a campaign expenditure of the committee which made the transfer. The money or item is also a contribution to the committee which received it. (see V. A. 2. Transfer Between Political Committees on page 272)

3. Expenditures for Fund Raising Activities [55:1, last paragraph]

Expenditures by an individual, or a person acting on his behalf, for a fund raising activity, including a testimonial, regardless of the purpose of the activity are campaign expenditures and must be reported if the individual is a candidate under clause (1) or clause (2) of the definition at the time of or subsequent to the expenditures or if the individual held elective office at the time of the expenditure and thereby became a candidate under clause (3) of the definition.

EXAMPLE: If, in the example under V. A. 4. Purchases for Fund-Raising Activities on page 273, Bill Jones used the funds he received at the testimonial for campaign purposes, all the expenses of the testimonial must be included in his campaign finance report as expenditures.

B. BY CANDIDATES [55:7,9; Regs. 2.00]

A candidate may make expenditures without limitation for the purposes of his own campaign, including making unlimited contributions for the benefit of his own political committee [55:7], except that a campaign expenditure exceeding $50.00 must be made by check. [55:9]

However, all transactions and activities of a candidate's campaign account are governed by Chapter 55 and the Regulations 2.00. (see Regs. 2.03(3)) He must keep records of and report the expenditure of his personal funds for campaign purposes. In addition, he may use campaign contributions received from others only for expenditures permitted by the Regulations or for similar items not inconsistent with Chapter 55. [Regs. 2.06(3)]

A candidate's permitted campaign expenditures are the same as outlined below under VI. C. BY POLITICAL COMMITTEES.

A candidate, who does not have a political committee and has not received any contributions, should keep a record of and report expenditures of personal funds made to enhance his political future, such as those listed as a permitted political committee expenditures. He would not need to report personal expenditures, such as the purchase of a new suit even though he may have bought it to wear at a political event. If he had received a campaign contribution, he would not be permitted to use it for such a purchase.

C. BY POLITICAL COMMITTEES [55:6,7; Regs. 2.00]

Political committees may make expenditures for the enhancement of the political future of a candidate or the principle for which the committee is organized, to aid or promote the success or defeat of a candidate, political party or principle, or to favor or oppose a ballot question. [55:6,7]

Political committees organized on behalf of candidates for nomination or election to a town office or organized for a town election ballot question are permitted by the Regulations to make the following expenditures:

NOTE: Section 2.05 of the Regulations relates to political committees organized for candidates for state constitutional offices. However, Regs. 2.06(3) incorporates the provisions of Regs. 2.05(a) through 2.05(v) into the section governing expenditures by all other political committees. References to both section 2.05 and section 2.06 appear in the following text.

1. Campaign Material [Regs. 2.05(2)(p)]

Expenditures for bumper stickers, signs, placards, brochures and leaflets are permitted.

Other similar items might be campaign buttons containing a candidate's name or logo, or a logo used by a ballot question committee, letters or cards to voters soliciting money or votes, cards containing the candidate's name or containing a request to vote *yes* or *no* on a ballot question to be handed out to voters on election day.

2. Printing [Regs. 2.05(2)(d)]

Printing costs for all campaign material, letterheads and letters, cards, signs, etc. used in connection with the campaign are permitted expenditures.

3. Paper Supplies [Regs. 2.05(2)(r)]

Expenditures for paper supplies might include cost of the paper required for keeping campaign records, preparing and printing campaign material, envelopes, stationery, scratch pads, paper plates and napkins for a coffee or sherry party, etc. used for campaign purposes.

4. Advertising [56:39; Regs. 2.05(2)(b),(c)]

Expenditures for television, radio, newspaper, billboard and magazine advertising are permitted. [Regs. 2.05(2)(b),(c)]

Also permitted would be paid political ads in a newsletter or pamphlet distributed to town residents by a local business.

56:39 regulates paid political ads in newspapers and periodicals. The ad must contain the name and address of the chairman, secretary or two officers of the political committee or other organization inserting the ad, or the name and address of one or more persons at least 18 years old who are responsible for the ad. A statement authorizing his name to appear in the ad must be signed before a witness by each person responsible for it. This statement must be kept by the newspaper or periodical for at least one year and made available for public inspection upon request. 56:39 also includes the text required for the statement.

Most local newspapers will print the announcement of a person's candidacy as a news story without charge. They also print news stories of candidates' debates and letters to the editor, etc.

Candidates and political committees should contact the newspaper or periodical to obtain the forms required to be submitted with the text of political ads and to determine the policy on free press coverage of campaigns.

5. Postage and Delivery Costs [Regs. 2.05(2)(a),(q)]

Postage costs for mailing campaign literature and for conducting relevant campaign business [Regs. 2.05(2)(a)] and costs for delivery services, express mail and telegraph services [Regs. 2.05(2)(q)] are permitted expenditures.

6. Campaign Office Expenses [Regs. 2.05(2)(h)]

Reasonable and necessary expenses in connection with the operation of a campaign office are permitted. Most candidates for local office and local ballot question committees do not maintain a formal campaign office or headquarters.

The law does not prohibit the establishment of a campaign office in a candidate's home or in the home of a member of his committee. However, any expenditures in relation to the office must be appropriate and not violate the restriction on expenditures for personal use contained in 55:6. [AO-83-2] For example, paying the basic cost for a candidate's or committee member's telephone is not a permitted campaign expenditure, but paying the cost of toll calls directly related to the campaign is permitted.

NOTE: A candidate or a committee member, other than an elected official, who is also a public employee should not establish a campaign office in his home unless he is certain that no fund-raising activities will take place there. Fund-raising activities would include the preparation of letters requesting campaign contributions, the receipt of campaign contributions, handling tickets for fund-raisers, etc. (see III. D. 3. Public Employees on page 249)

A candidate or a political committee may also share office space with or sublet such space from another organization and pay a pro-rated portion of the lease and any utilities and other operational expenses. Note that a candidate or a committee, except a ballot question committee, must pay the fair market value if the office is shared with or sublet from a business corporation to avoid a prohibited corporate contribution. Separate accounts for equipment and personnel should be kept and paid for by the candidate or political committee and the person with whom such space is shared or from whom it is sublet. The separate accounts may be needed to document that the expenses for the campaign office or headquarters were permitted under the law. [Interpretive Bulletin, OCPF-IB-106, January 1, 1989]

The following campaign office expenses are specifically permitted under the Regulations:

a. telephones

The expense of a telephone, the use of which is restricted to campaign purpose, except for an incidental activity, is permitted.

EXAMPLE: The candidate or a political committee has a temporary telephone installed for use on election day to get out the vote. Such a telephone is a permitted campaign expenditure provided the telephone is only incidentally used for personal telephone calls, such as an emergency call or a campaign worker's call home to let his family know he will be late for dinner.

b. furniture

The expense for lease or purchase of furniture, the nature and use of which is consistent with appropriate activity in a campaign office, such as desks, tables, chairs, lamps, etc. is permitted.

c. office rent

Office rent is a permitted expense. If the rent paid is less than the fair market value of the space rented, the difference is an in kind contribution from the landlord/owner of the office space and is subject to the limitations, prohibitions and disclosures required by Chapter 55.

However, direct or indirect payments for leased office space made to a candidate or other member of a political committee by the candidate or political committee are primarily for the candidate's or member's personal benefit and are therefore prohibited by the Campaign Finance Law. For example, the candidate's political committee could not pay rent to the candidate for the campaign use of all or part of the candidate's office.

In addition, payments made to any entity of which the candidate, treasurer or other official of the political committee is either an officer, trustee, principal or beneficiary or related by blood or marriage to any such person are prohibited. [Interpretive Bulletin, OCPF-IB-106, January 1, 1989]

d. office equipment

Expenditures for office equipment including typewriters, postage meters and copying machines are permitted.

e. utilities

Expenditures for utilities such as heat, electricity and water are permitted.

7. Computers [Regs. 2.05(2)(e), 2.07(2)]

Expenditures for computer use are permitted. [Regs. 2.05(2)(e)] Campaign funds may also be used to lease a computer. [AO-85-5]

Campaign contributions may be used to purchase a computer provided the computer is used primarily for political purposes, such as preparing campaign literature, mailings to voters, keeping records of voters, campaign contributions and expenditures, etc. [Regs. 2.07(2); AO-83-10; AO-88-09,14,30] If purchased by a political committee, the computer remains the committee's property. The committee may not dissolve while it owns property. [AO-88-09] (see Regs. 2.07(8) and IV. G. DISSOLVING A POLITICAL COMMITTEE on page 264)

A computer purchased with campaign funds and used for fund-raising activity may not be located in a public building. [AO-88-09,14,] In addition, no public employee, other than an elected official, may operate the computer for any fund-raising purposes, such as entering into the data base the names of friends and relatives who might make contributions to the campaign. A public employee could, however, perform clerical tasks such as entering the names, addresses and telephone numbers from the telephone book, or preparing materials for mailing. [AO-88-25]

8. Campaign Staff and Consultants [Regs. 2.05(2)(g),(i)]

While local candidates do not usually have a paid campaign staff or consultants, paying such persons is a permitted campaign expenditure, provided they are compensated in a reasonable manner solely for work actually done for the candidate or a political committee. [Regs. 2.05(2)(i)]

Also, reasonable public relations expenses may be paid from campaign contributions, provided they are for part-time or full-time campaign staff person(s) whose primary responsibilities are to function as a public relations consultant or for hiring a public relations firm or agency and for relevant expenses. [Regs. 2.05(2)(g)]

Payments to corporations for consultation or advice concerning fund-raising strategies and for solicitation services are permitted campaign expenditures. In addition, the corporation may be paid a reasonable percentage, such as 25%, of the funds raised. [AO-86-16]

9. Polling Voters [Regs. 2.05(2)(f)]

Polling voters, either by telephone or by a mailed questionnaire, is seldom done in connection with local campaigns. However, the costs of doing so are permitted campaign expenditures. Such costs might include the services of a professional pollster, telephone, printing and mailing, pay for workers, etc.

NOTE: In some towns, the political party town committees sometimes poll voters periodically during the campaign season prior to a state election. Usually such polling is done by telephone.

10. Travel Expenses [Regs. 2.05(2)(j)-(m), 2.06(3)(d)-(e)]

There are several sections of the Regulations permitting a political committee to pay for reasonable travelling expenses as follows:

- for a candidate, speakers, and agents of a committee, which may include the leasing of a car for campaign related travel, subject to the following: [Regs. 2.05(2)(j)]
    - the expenses are relative to a political activity or function, the direct purpose of which is to solicit votes or contributions; and
    - all activities held and expenses incurred must be within the Commonwealth of Massachusetts.

  EXAMPLES: Expenses for travel to pick up campaign material or supplies, to meet with supporters or contributors, or to take voters to the polls are permitted.

  NOTE: If a leased car is used for travel not related to the campaign, only that portion of the leasing cost directly related to campaign travel is a permitted expenditure. [AO-83-1] A privately owned automobile may be used and the owner may be reimbursed on a mileage or expense basis. [AO-87-02]

- for a candidate in connection with conferences or seminars which are: [Regs. 2.05(2)(k)]
    - specifically designed for candidates for public office or those holding public office, and
    - sponsored by associations or organizations whose memberships consist primarily of candidates for public office or those holding public office, such as the selectmen's or town clerks' associations.
- for a candidate and agents of a political committee in connection with meetings, conferences or conventions, provided that the issues with which any such meeting, conference or convention is concerned are within the scope of that person's direct and substantial responsibilities as a candidate or agent of the committee, and whose subject matter is related to at least one of the following: party politics, campaigning for votes, fund raising, substantive issues which are directly related to the campaign of the candidate [Regs. 2.05(2)(l)]
- for a candidate and agents of a political committee in connection with obtaining services for which the political committee is permitted to make expenditures under Regs. 970 CMR 2.00 [Regs. 2.05(2)(m)]

EXAMPLES: Travel to a printing establishment to arrange for preparation of campaign material; travel to a consultant for advice on polling voters, public relations, campaign material design and layout, etc.

- for a candidate in connection with functions or activities where the candidate's participation is important to political relations with his constituents or contributors, provided that the primary interest in participating in the event is for the enhancement of the political future of the candidate [Regs. 2.06(3)(d)]

EXAMPLE: Travel to a candidates' night or a coffee party where the candidate would speak to voters and answer questions.

- for officers and employees of elected political committees, provided that the expenses are in connection with functions or activities where the individual's participation is critical to political relations with contributors and members of the political party which the committee represents and the individual's primary interest in participating in the event or undertaking the activity is to enhance the political future of the elected political committee which he or she represents [Regs. 2.06(3)(e)]
- for the treasurer and chairman of a nonelected political committee, provided: [Regs. 2.06(3)(f)]

-- the committee is organized to promote or defeat the election of more than one candidate or to oppose or promote a charter change, referendum question, constitutional amendment or other question submitted to the voters; and

-- the expenses are in connection with functions or activities where the individual's participation is critical to political relations with constituents or contributors to the political committee; and

-- the primary interest in participating in the event is to enhance the political future of the committee of which he or she is treasurer.

11. Hall and Space Rental [Regs. 2.05(2)(n)]

The rental of halls and other space for political activities is a permitted expenditure.

EXAMPLES:

(a) The Committee to Elect Harold Jones gives a coffee party for Harold in the Gold Room of the Midtown Restaurant and Conference Center. The rent for the Gold Room is a permitted campaign expenditure.

(b) The Committee to Support Charter Revision holds a forum to which the public is invited in the ballroom of the Southside Inn. The proposed charter revisions, the subject of a ballot question at the next election, will be discussed at the forum. The room rent is a permitted campaign expenditure.

(c) The Committee to elect Jane Smith rents a room in a Main Street business building to use as a campaign headquarters. The room rent is a permitted campaign expenditure.

12. Expenses for Fund-Raising or Obtaining Votes [Regs. 2.05(2)(o)]

Expenses for fund-raising, for obtaining votes and for other similar activities, including beverages, food, entertainment, decorations, bartenders, security officers and service and maintenance persons are permitted campaign expenditures.

Permitted expenditures for fund-raising would also include the cost of printing tickets to a testimonial or other type of party for a candidate at which contributions are solicited. Purchasing extra copies of the voting list would be a permitted expense for obtaining votes.

13. Clipping Services [Regs. 2.05(2)(s)]

The cost of newspaper and magazines or literature clipping services is a permitted campaign expenditure.

Most local candidates would probably clip newspaper and magazine articles themselves. However, a political committee organized with respect to a ballot question might obtain a clipping service.

14. Inaugural Expenses [Regs. 2.05(2)(t)]

Inaugural expenses, including room rental, printing, decorations, entertainment, food and beverages are permitted campaign expenditures.

In many towns, candidates hold parties for their supporters on election night. The cost of the party is a permitted campaign expenditure.

15. Repayment of Loans [Regs. 1.05(1); 2.05(2)(u)]

The repayment of loans is a permitted campaign expenditure, provided that such loans were received by the political committee in accordance with the requirements of the Regulations and Chapter 55 and were used to defray expenditures permitted by the Regulations. [Regs. 2.05(2)(u)]

If a candidate lends money from his own personal funds to his political committee, the committee may repay the candidate only the amount of the loan. No interest may be charged. [Regs. 1.05(1)(b)] If, however, a candidate borrows money from a bank and lends all or part of that money to his committee, the committee may repay the candidate the amount it has received plus interest at the same rate as the bank has charged. [Regs. 1.05(1)(a)]

A lender, other than a candidate under Regs. 1.05(1)(a), may not charge interest on a loan to a candidate or political committee.

16. Taxes [Regs. 2.05(2)(v)]

The taxes paid on interest earned on a campaign fund are a permitted campaign expenditure. The first $100.00 is not subject to federal tax. The excess is taxed at 46 per cent. For information on federal taxes and Form 1120 POL, contact the IRS at 617-523-1050. All the interest is subject to state tax at 5 per cent. For information on state taxes and Form 3M, contact the Massachusetts Department of Revenue.

17. Charitable Contributions [Regs. 2.06(3)(a)]

Candidates and political committees are permitted to make charitable contributions, provided the following requirements are met:

- the contribution is made to an entity which is subject to 12:8(f), a public charity required to file a report; Chapter 67, a parish or religious society; or Chapter 180, a non-profit corporation; and

- neither the candidate, treasurer, nor any official of the political committee is a trustee, officer, principal or beneficiary or involved in any manner in the operations of the entity; and

- neither the candidate, treasurer, nor any official of the political committee has any personal relationship with any trustee, officer, principal or beneficiary of the entity; and

- making such charitable contributions is a usual and customary practice of that political committee; and
- the candidate or political committee will receive publicity and foster political goodwill as a result of making the contribution.

NOTE: The contributions may be made at any time while the committee is in existence. However, a political committee may not make a contribution to a charity solely for the purpose of exhausting campaign funds prior to dissolution to avoid the requirement that residual funds be sent to the Local Aid Fund.

18. Flowers and Gifts [Regs. 2.06(3)(b)]

Flowers and gifts, of reasonable value, are permitted campaign expenditures, provided the purpose of the expenditure falls within one of the following categories:

- gifts to campaign workers, provided the gift accurately reflects the contribution made to the efforts of the political campaign of the committee; the gift is made in a timely fashion as to clearly indicate that its purpose is to express gratitude for work done on behalf of the campaign; no gifts are made to campaign workers for other purposes or for other occasions.

  EXAMPLE: Two weeks after the election, Joe Smith, a candidate for selectman, gave a party for people who helped him in his campaign, including the members of his political committee, poll checkers, those who prepared mailings, distributed literature, put campaign signs on their cars, etc. At the party, he gave each person a letter opener on which *THANK YOU* had been printed. The cost of the letter opener is a permitted campaign expense.

- the political committee or candidate will receive publicity and foster political goodwill as a result of making the gift or contribution and provided that the candidate or treasurer has no personal relationship with the individual or his family; the gift is appropriate to the occasion which has prompted it; making the gift is usual and customary practice of the political committee; the gift would not be made but for the interest in its enhancing the political future of the candidate or principle for which the committee was organized.

19. Candidate's Membership in Organizations and Associations [Regs. 2.06(3)(c)]

The cost of membership for the candidate in organizations and associations is a permitted campaign expenditure, provided that the candidate would not be participating in the particular organization or association but for his interest in its enhancing his political stature. This does not permit the payment of memberships in professional organizations other than those specifically designed for political candidates.

EXAMPLES: Paying membership dues for such organizations as the selectmen's or town clerks' associations is a permitted campaign expenditure. Also paying membership dues for an organization such as the Citizens for Limited Taxation is a permitted campaign expenditure if the candidate joined because it would enhance his political future. [AO-88-12]

Note however, that paying membership dues to an organization such as the Mass. Bar Association or the Association of Certified Public Accountants would not be a permitted campaign expenditure since these are professional associations not designed for political candidates.

20. Contributions to a Candidate or Political Committees [Regs. 2.06(5)]

The contribution of one political committee to another and to candidates is a permitted campaign expenditure of the donor. However, the contributions of some political committees are limited by 55:6,9 and the Regulations. (see V. B. 2. By Political Committees on page 278)

21. Reimbursements [Regs. 2.10]

A political committee may reimburse a candidate or other individual for expenses paid by him, provided;

- the expenditure is permitted by and entirely consistent with Chapter 55 and the Regulations; and
- the person being reimbursed has made the expenditure out of his own personal funds and is the true source of those funds; and
- the person has not been reimbursed for the expenditure by any other individual or entity. [Regs. 2.10(2)]

The candidate or individual who has been reimbursed by a political committee may not be reimbursed at any time for that expense by any other individual or entity. [Regs. 2.10(3)] In addition, the reimbursement may not result in any payment of funds greater than the amount expended. [Regs. 2.10(5)]

22. Legal Expenses [Regs. 2.06(6)(a)]

Expenditures related only to the following are permitted:

- the payment of parking tickets issued to automobiles leased in the name of the political committee, provided that an RMV Form 1 or RMV Form 3 has been filed with the Registry of Motor Vehicles which clearly states that the automobile is in the custody of the political committee. The required forms are available from the Registry of Motor Vehicles.
- an expense relative to alleged violations of law which have risen solely as a function of an individual assuming and performing necessary duties and responsibilities as a candidate or treasurer of a political committee.

  EXAMPLES: Using campaign funds for the legal defense of a candidate accused of corrupt practices or of improper reporting of campaign finances is permitted.

NOTE: Under no circumstances may funds of a political committee be used for any such expenses incurred after conviction of the candidate or treasurer has occurred.

- expenses which have arisen solely as a result of one's interest in being a candidate for public office, such as expenses involved in proceedings before the State Ballot Law Commission. In addition, a ballot question committee may make expenditures related to legal proceedings, such as court actions and administrative hearings, which are directly related to the ballot question for which the committee is organized. [AO-86-15]

  EXAMPLE: Paying a lawyer to represent a candidate at a hearing before the Board of Registrars on an objection to nomination papers or at a recount is a permitted campaign expense.

- expenses relative to certain civil suits where an individual's alleged liability stems solely from that person's legal performance of his duties as a candidate, treasurer or other agent of a political committee.

  EXAMPLE: The legal defense of campaign workers accused of violating laws while in the course of their duties connected with the campaign is a permitted expense.

- expenses relative to necessary legal action to protect or further the interests of the political committee or candidate.

  EXAMPLES:

  (a) The legal defense of a ballot question committee sued for statements made in a political ad is a permitted expense.

  (b) The legal expense of a candidate, the plaintiff in a defamation suit, is a permitted campaign expense provided the context in which the defamation arose is related to the campaign for public office, or the substance of the defamatory words are directly related to the candidate's political future, such as words which impugn his integrity as a public official. However, campaign funds may not be used on this type of legal action if the primary purpose is the personal vindication of the candidate. [AO-85-16]

23. Clothing [Regs. 2.06(6)(a); AO-82-15]

An expenditure for novelty clothing items and costumes which are worn primarily to advertise one's candidacy is permitted.

EXAMPLE: Purchasing a straw hat with candidate's name or logo printed on the band, or a T-shirt with a candidate's name or logo on front or back, is a permitted campaign expenditure.

Also, an expenditure for clothing items rented by a candidate for his use exclusively for a particular political function which is different from that ordinarily purchased by individuals is permitted.

EXAMPLE: Renting a tuxedo for the candidate to wear to a fund-raising event is a permitted expenditure.

24. Bank Service Charges

Paying the service charges on the campaign bank account is a permitted campaign expenditure.

D. PROHIBITED EXPENDITURES BY POLITICAL COMMITTEES [55:6; Regs.2.06(6)]

Political committees are prohibited from making the following expenditures:

NOTE: Candidates are prohibited from using campaign contributions for the items listed below.

1. Personal Use [55:6; Regs. 2.06(6)(a)]

No political committee may make any expenditure that is primarily for the candidate's or any other person's personal use. [55:6] The following are specifically prohibited: [Regs. 2.06(6)(a)] (see VI. C. 22. Legal Expenses on page 291 for exceptions)

- any expenditure which acknowledges any guilt as to the violation of any law, including, but not limited to, the payment of parking tickets, even if the violation occurred when campaign activity was being conducted. [AO-82-24]
- any expense relative to alleged violations of law.
- any expenses relative to civil suits or administrative proceedings.
- normal clothing attire which is usual to the ordinary course of everyday living, such as a suit or dress purchased for a political event but which can regularly be worn thereafter.

2. Candidates for Elected Political Committees [Regs. 2.06(6)(b)]

Expenditures on behalf of individuals seeking membership on elected political committees as provided for in G.L. Chapter 52, the Democratic or Republican state or town committees, are prohibited.

EXCEPTION: A political committee organized on behalf of the candidate may spend campaign funds to support that candidate's campaign for election to the political party committee if a seat on the governing body of the party would enhance the prospects of his nomination for a future office. [AO-88-04]

3. Delegates to State and National Conventions [Regs. 2.06(6)(b)]

Expenditures for travel expenses or room and board expenses for any delegate for state or national political party conventions are prohibited.

EXCEPTION: Travel or room and board expenses solely for the candidate on whose behalf the political committee making the expenditure was organized are permitted.

4. Expenditures to Influence Legislation [Regs. 2.06(6)(b)]

Expenditures for the purpose of promoting, opposing or influencing legislation, or the governor's veto or approval, other than contributions to candidates and political committees not inconsistent with G.L. c. 55 and the Regulations or other laws, are prohibited. (see also AO-86-15)

EXAMPLES: Campaign contributions may be used to support a candidate for state representative who has a position on proposed legislation, but they may not be used to take him out to dinner after he has been elected for the purpose of trying to influence his vote on any legislation. Also campaign contributions may not be used to purchase advertisements supporting or opposing a particular bill in the legislature requesting that voters contact their representatives.

5. Other Prohibited Expenditures [55:7,8; Regs. 2.07]

A political committee, other than one organized for promoting or opposing a ballot question, may not acquire an item or service through any financing arrangement which would involve a loan from a corporate entity, other than one organized under Chapter 180. [55:8; Regs. 2.07(4)]

EXAMPLE: A candidate's political committee may not obtain an item from a business corporation under special credit terms not available to others.

A political committee may not acquire an item or service through any financing arrangement involving a loan from an individual which would result in exceeding the contribution limitation of $1,000.00 per calendar year. [55:7; Regs. 2.07(5)]

A political committee may not purchase items, including a set of the Massachusetts General Laws, where the primary purpose of the item is to aid the candidate in his governmental job. [AO-87-05]

NOTE: No person shall pay the owner, editor, publisher, or agent of a newspaper or other periodical to induce him editorially to advocate or oppose any candidate for public office or political principle, or any question submitted to the voters. [56:38] This prohibition applies to personal funds as well as campaign contributions and is not restricted to candidates and political committees.

E. LIMITATION ON EXPENDITURES [55:9; Regs. 2.07(6)]

No individual, candidate or political committee or person acting on their behalf, shall make an expenditure for an amount exceeding $50.00, except by check.

EXCEPTION: If a political committee has a credit card, it may be used to purchase goods or services and in this case, the $50.00 limitation does not apply. [55:9; Regs. 2.09] (see IV. D. 3. Credit Card on page 262)

However, note that an expenditure to a candidate or another political committee is limited since such an expenditure results in a contribution. (see V. B. 2. By Political Committees on page 278)

F. EXPENDITURE OF MUNICIPAL FUNDS FOR POLITICAL PURPOSES

[55:22A; Anderson v. City of Boston, (1987) 380 N.E.2d 628; 376 Mass. 178]
(see also AO-82-22, 25; AO-88-27; AO-89-02,05)

While 55:22A does not prohibit the expenditure of municipal funds for political purposes, it specifically states that nothing in that section shall be construed as authorizing the expenditures of public monies for such purposes. If a city or town has expended money to influence the vote on a ballot question, the treasurer of a city or town must prepare and file a campaign finance report.

The question of whether or not municipal funds may be used for political purposes was taken to court in 1978 and resulted in the decision commonly called *The Anderson Case.* In that case, the court specifically addressed the question of municipal funds being appropriated and used to influence the result of a ballot question. However, the rulings under that case also apply to the use of municipal funds to support or oppose candidates.

In the Anderson Case, the court ruled that a municipality has no authority to appropriate funds for the purpose of taking action to influence a vote or to expend taxpayers' money for an advocacy position in an election campaign since comprehensive legislation to regulate election financing manifested the intention to bar municipalities from engaging in the expenditure of funds to influence election results. The court's decision stated that a dissenting minority of taxpayers should not be compelled to finance the expression on an election issue of views with which they disagree.

The Anderson Case ruling requires the following procedures:

1. Use of Public Facilities and Equipment

Telephones and printed materials provided by public funds and facilities, such as office space and equipment, paid for by public funds should not be used for political purposes unless each side of an issue and all candidates are given equal representation and access or an invitation.

Public employees and persons in the public service as well as candidates, political committees or their supporters should not use public facilities and equipment for political purposes.

Examples of uses which would result in an in kind contribution by the town and therefore to be avoided are as follows:

- holding a meeting to plan a candidate's or political committee's campaign strategy in the town hall or other public building,
- using a telephone in the town hall or other public building for calls related to a campaign before or on election day,
- using the office copier to duplicate campaign material,

- permitting the *blanket sheet* to be left on the town clerk's office counter for voters to sign, unless all candidates are permitted to leave nomination papers there,

- permitting a ballot question petition to be left on the office counter for voters to sign. In this case, there is no method of providing equal representation to the persons opposed to the ballot question.

- using inter-office mail or mail room facilities,

- providing free mailing labels to candidates. However, the town may permit candidates to purchase mailing labels, provided all candidates have an equal opportunity to make such a purchase and the purchase price reflects the actual cost of preparing and printing. [AO-88-27]

However, a public pay telephone or a coin operated copier located in the town hall or public library could be used for political purposes since candidates, political committees and the general public have equal access to such equipment and pay the same amount for its use.

Also, a room in a public building may be used for a candidates' debate, provided all candidates are invited to participate. Or, a debate on a ballot question may be held in a public building if both proponents and opponents are invited and given an equal opportunity to participate.

NOTE: 55:14 specifically prohibits soliciting and receiving contributions for political purposes in public buildings. (see V. B. 5. Prohibited in Public Buildings on page 280)

2. Use of Regular Working Hours by Public Employees

In the Anderson case, the court did not make a specific declaration concerning the lawful limit of a public employee's right to speak on political issues or candidates during regular working hours since evidence of specific action by public employees was not presented in that case. However, since town funds pay a public employee's salary, regular working hours should not be used for any political campaign purposes since doing so would result in an in kind contribution by the town.

In addition, since the town clerk's office is responsible for conducting the election, extreme care should be used with respect to campaigning at any time so that the public's confidence in the town clerks and his employees' impartiality is not jeopardized. Many town clerks require that their employees, including election officers, not campaign during working hours and refrain at all times from any public support of contested candidates or issues. Many town clerks do not sign nomination papers, petitions or political ads and refrain from discussing campaign issues and candidates not only during regular working hours in the office but also on their own time elsewhere. (see 268A:23, the Conflict of Interest Law and ELECTION PERSONNEL, I. D. RESTRICTIONS ON ELECTION OFFICERS in Volume 3 of this series)

Regardless of the Anderson case, the General Laws provide that public employees cannot be compelled to devote time, during regular working hours or otherwise, to solicit public support for an election issue [55:16]; no public employee, other than an elected officer, may at any time solicit or receive a contribution for political purposes [55:13]; and no person in the public service may at any time give or deliver a political contribution to another person in the public service. [55:15]

3. Town Clerk's Responsibilities

If the town has expended municipal funds for political purposes, inform the town treasurer of the requirement for completing and filing a form CPF M22A. It is suggested that you provide him the form, a copy of 55:22A, information on what is to be included on the form and the schedule for filing. (see VIII. D. 5. Form CPF M22A on page 332 and F. 6. Report of Town Treasurer on page 344)

The procedures to be used for receiving, filing and inspecting this report are the same as for other campaign finance reports outlined under VIII. G. RECEIVING CAMPAIGN FINANCE REPORTS on page 345, IX. TOWN CLERK TO INSPECT REPORTS AND STATEMENTS on page 348 and X. TOWN CLERK TO NOTIFY ATTORNEY GENERAL on page 356.

However, the town clerk should not attempt to make any determination as to whether or not the expenditure of the funds was authorized or legal. A suit, similar to that instituted by ten taxpayers in the Anderson Case, would have to be initiated to determine the legality of the expenditure. Any information contained on a campaign finance report filed under 55:22A could provide prima facie evidence to be used in such a suit. [AO-89-02,05]

Upon request and payment of the appropriate fee, the town clerk should provide a copy of the town treasurer's report the same as any other campaign finance report. A certified copy should be provided if requested.

G. CREDIT CARD [55:9; Regs. 2.09]

A political committee may obtain and use a credit card in order to make expenditures for the purposes for which the committee was organized and which are permitted by Chapter 55 and the Regulations. [55:9; Regs. 2.09(2)]

NOTE: A candidate may use his personal credit card. He does not need to obtain a separate credit card to be used only for expenditures in connection with his campaign and he does not need to file a credit card expenditure report, form CPF M9, along with his campaign finance report on form CPF M102. He must, however, include all expenditures whether made by credit card or otherwise on his report, itemized if $25.00 or more.

Obtaining and using a credit card are governed by the Regulations as follows:

1. Application [Regs. 2.09(3),(4)]

The application for a credit card must be considered and processed by the bank or other lending institution in accordance with applicable banking laws and in the ordinary course of business. [Regs. 2.09(3)]

The determination of credit worthiness of the political committee must be subject to the same criteria as other entities in a like financial position.

[Regs. 2.09(3)] For example, the bank may not use less stringent requirements with respect to financial assets for a political committee than it does for other applicants or provide a higher credit limit than it would for other applicants having the same financial resources.

In addition, the extension of credit and the terms of credit must be commercially reasonable. [Regs. 2.09(4)] For example, the interest rate on unpaid balances charged to the political committee's credit card must be the same as applied to other credit card holders.

2. To Bear the Name of the Political Committee [Regs. 2.09(5)]

The name of the political committee must appear on the face of the credit card. The name of the candidate, treasurer or other agent of the political committee, who has been authorized as a card holder by the committee, may also appear on the credit card. For example, if the committee authorized William Smith to be a card holder, the credit card may contain the names, *Committee to Elect John Jones* and *William Smith*, the same as a company credit card which contains the company name and the name of an authorized employee.

3. Subject to Limitations [55:7; Regs. 2.09(6)]

Any individual guarantees which are provided to the lending institution considering a credit card application, whether voluntary or at the request of the institution, are subject to all contribution limitations of the campaign finance law. No individual, other than the candidate, may be a guarantor on a credit card for any amount which, together with all other contributions by that individual to that candidate and his political committee, results in a contribution of more than $1,000.00 in any calendar year.

In any calendar year, an individual could guarantee up to $1,000.00 for a candidate's political committee and another $1,000.00 for a different candidate's political committee. In that case, the individual would not be able to contribute to the candidate since the contribution limit would have already been reached.

NOTE: There is no limit on the guarantee for a ballot question committees since contributions to such committees are not subject to the limitation. [1987:766]

4. Use Restricted [Regs. 2.09(7)]

A political committee may use its credit card only for the purpose of obtaining goods and services. The card may not be used for obtaining any cash advance or loan of money.

5. Report of Account [55:9; Regs. 2.09(8)]

A political committee which has obtained a credit card must prepare and file reports disclosing all credit card activity. Form CPF M9 must be used. The credit card report must be filed with each campaign finance report filed by the committee.

See VIII. CAMPAIGN FINANCE REPORTS on page 300 for form to be used, schedule and procedures.

H. INDEPENDENT EXPENDITURES [55:18A]

An *independent expenditure* is defined in 55:18A as an expenditure, expressly advocating the election or defeat of a clearly identified candidate, by an individual, group or association not defined as a political committee. The expenditure must be made without cooperation or consultation with any candidate, his agent or his political committee and not made in concert with, or at the request or suggestion of any candidate, his agent or his committee.

EXAMPLES:

(a) John Smith has sent a letter to all of his friends supporting a candidate for selectman. However, he did not discuss the letter with the candidate, his political committee or any person known to be supporting the candidate. The cost of the paper, envelopes, printing or duplicating and postage is an independent expenditure.

(b) The Mothers' Club placed a paid political ad in the local newspaper supporting a candidate for school committee. No member of the club had discussed the ad with the candidate or any of his known supporters. The cost of the ad is an independent expenditure.

NOTE: An expenditure made by an individual, group or association not defined as a political committee for the purpose of influencing the vote on a ballot question is not subject to requirements of 55:18A. (see AO-86-20)

If the independent expenditure or the total of two or more expenditures exceeds $100.00 in a calendar year, the individual, group or association is required to prepare and file a report. Form CPF M18A must be used. (See VIII. CAMPAIGN FINANCE REPORTS on page 300)

There is no limit on the amount of an independent expenditure. In fact, the Supreme Court has stated that the governmental interest in preventing corruption and the appearance of corruption is inadequate to justify a ceiling on independent expenditures and such a limit is unconstitutional under the First Amendment. [Buckley v. Valeo, 424 U.S. 1, 45 (1975), FEC v. National Conservative PAC, 470 U.S. 480,497 (1984)] (see AO-88-32)

In addition, if an individual has already contributed the limit of $1,000.00 to a candidate and/or his political committee, he may also make an independent expenditure for that candidate provided he complies strictly with the requirements of 55:18A. [AO-88-13]

If independent expenditures total $100.00 or less during a calendar year, no report needs to be prepared or filed.

NOTE: Even if the candidate, or his political committee, had advanced knowledge of the expenditure, it would qualify as an *independent expenditure* under 55:18A. For example, the person told the candidate or his committee, *I am going to buy an ad*, and no consent was given. Some kind of cooperation, consultation with or consent by the candidate or his committee, not simply knowledge of the expenditure is required in order to have it become an in kind campaign contribution. For example, the person asked, *Is it all right if I buy an ad?* and the candidate or committee member consented.

VII. PROTECTION AGAINST POLITICAL PRESSURE

There are several sections of Chapter 55 which provide protection against pressure to contribute to political campaigns or to participate in political activity.

A. PERSONS IN PUBLIC SERVICE [55:11,14,15,16,17]

No person in the public service, whether a paid employee or serving on a volunteer basis, shall be under obligation to contribute to any political fund or to render any political service, and shall not be removed or otherwise prejudiced for refusing to do so. [55:16]

No officer or employee of the commonwealth, any county, city or town shall discharge, promote, or degrade an officer or employee, or change his official rank or compensation, or promise or threaten to do so, for giving, withholding or neglecting to make a contribution of money or other valuable thing for political purposes. [55:17]

EXAMPLE: Joe Smith is running for re-election as a member of a town board. He may not demand that the board's secretary work on or contribute to his campaign. He also may not make a promise to promote her if she works on or contributes to his campaign or threaten to fire her if she refuses.

In addition, a person holding public office may not be solicited for any purpose, except a charitable or religious purpose [55:11]; public employees may not be solicited for political campaigns while at work in a public building [55:14]; and a person in public service is prohibited from giving to or receiving from another person in public service any money or thing of value for the promotion of any political object whatever. [55:15]

B. PERSONS DOING BUSINESS WITH THE COMMONWEALTH [55:16A]

No person doing business with the commonwealth shall be under obligation to contribute to any political fund or to render any political service and shall not be otherwise prejudiced for refusing to do so.

EXAMPLE: Joe, a candidate for a local office, has a good friend, Bill, who holds a responsible position with the state Department of Public Works. James Anderson regularly does business with the DPW. Joe may not pressure James to contribute to the campaign or threaten that if James does not contribute, a suggestion will be made to Bill that no business should be done with James in the future.

VIII. CAMPAIGN FINANCE REPORTS

Candidates and political committees are required to file reports of campaign contributions received and expenditures made. [55:18] The reports must be made on forms approved by the director of campaign and political finance and by the attorney general. [55:27]

The director furnishes all necessary forms to candidates for nomination to state or county office and to political committees required to file with him. He also furnishes the necessary forms to the treasurer of a corporation which has had campaign finance activity related to a ballot question whether the question appears on the state or the municipal ballot.

The director furnishes the forms to city and town clerks for the use of local candidates and political committees. You will receive a supply of forms each year in January. Additional forms may be obtained by written or telephone request to the Office of Campaign and Political Finance, One Ashburton Place, Room 1007, Boston, 02108, 617-727-8352, 1-800-462-6273. (see sample order form on page 375)

A. TYPES OF REPORT FORMS (see sample forms on pages 381-393)

The following includes only the types of campaign finance report forms required to be used by candidates for town office and their political committees, by political committees organized for questions to appear on a town election ballot and by others required to file reports with the town clerk. Questions concerning forms to be used by state or county candidates or their political committees or political committees organized for state election ballot questions and by the political party town committees should be referred to the Office of Campaign and Political Finance.

NOTE: The forms listed in 1, 2 and 3 below are also to be used by candidates for district office and/or their political committees. The form listed in 4 below would be used for reporting an independent expenditure related to a district candidate.

1. Form CPF M102

CPF M102 is 8 1/2" X 22" folded in half to make an 8 1/2" X 11" form consisting of 4 pages. It is green with black printing and must be used by a candidate or a political committee to report contributions, expenditures and liabilities.

On the outside front, the form contains spaces for the candidate's name, address and office sought, for a political committee's and its treasurer's name and the committee's address and for a summary of the financial information. It also contains the certificates required to be signed by the candidate and committee treasurer.

Spaces are provided inside on pages 2 and 3 to report separately the details of money contributions (SCHEDULE A), expenditures (SCHEDULE B) and in kind contributions (SCHEDULE C). A separate SCHEDULE A is also provided with form CPF M102 for use if additional space is needed to report contributions.

Spaces are provided on the back on page 4 (SCHEDULE D) to report liabilities. In addition, instructions for candidates and political committees are printed on the back of form CPF M102 and on the back of separate SCHEDULE A.

2. Form CPF M102-0

Form CPF M102-0 is 11" X 15." It is green with black printing and may be used only by candidates who have no political committee and who have received no contributions, made no expenditures, have incurred no liabilities and do not have a campaign fund in existence. Up to 31 candidates may sign on one form.

3. Credit Card Activity, Form CPF M9

Form CPF M9 is 8 1/2" X 11," green with black printing. It must be used by a political committee to report credit card activity. Spaces are provided for the name of the committee and the person using the card, the credit card number, the statement period, the beginning balance, the vendor's name and address and the amount for 8 credit card transactions. Space is also provided for a summary of transactions and the committee treasurer's signature and date. Instructions are printed on the back of the form.

4. Independent Expenditure, Form CPF M18A

Form CPF M18A is 8 1/2" X 11", green with black printing. Spaces are provided on the front of the form for the name of the town and the date, the name and address of the individual or group making the expenditure, for the date, the person or vendor to whom paid, the address, purpose and amount of expenditure, for the name of the candidate for whom the expenditure was made and the office sought. It also contains the certificate to be signed by the individual or person representing the group. Instructions are printed on the back of the form.

5. Town Treasurer, Form CPF M22A

Form CPF M22A is 8 1/2" X 11," green with black printing. Spaces are provided on the front of the form for the name of the treasurer, the name of the town and the address of the town offices. Spaces are also provided for the reporting period dates, the question number, a description of the question, the date of the election and the name of the town on whose ballot the question appears.

Spaces are also provided for the certificate to be signed by the town treasurer, the date, name and address of each person or business paid, the purpose and amount or value of each disbursement.

The back of the form contains spaces for the date, name and address of the person or business owed, the purpose and amount of each liability. It also contains the text of 55:22A.

NOTE: Form CPF M101 for a political committee's statement of organization and form CPF M-T101 for a change in committee treasurer are covered under IV. B. ORGANIZATION on page 254. A political committee's statement of dissolution and Schedule E for the disclosure of assets are covered under IV. G. DISSOLVING A POLITICAL COMMITTEE on page 264.

Form CPF-10, Report of the Corporate Treasurer, is included in the sample forms on pages 394 and 395. This form is provided by the director to corporations for reporting expenditures related to ballot questions. A copy of the completed form is filed with a town clerk only if the question appears on the ballot at the town election.

B. PROVIDING CAMPAIGN FINANCE FORMS [55:27]

The town clerk is required to provide the necessary campaign finance forms to all candidates for nomination or election to town office, who are known to him, to all political committees and to any other person required to file reports with him.

The clerk of the town in which the candidate is a registered voter is also required to provide the necessary forms to a candidate for regional district school committee to be elected district-wide since the completed forms must be filed with the town clerk. [55:24; 1988:10]

The forms should be provided by the district secretary or clerk to candidates and their political committees if the candidate is running for a district office, such as a water or fire district. However, the town clerk provides the forms to the district secretary or clerk since the Office of Campaign and Political Finance does not provide forms directly to districts.

1. Official Forms

Only the blank forms obtained from the director of campaign and political finance should be provided. The town clerk, a candidate or a political committee may not design and use his or its own forms.

NOTE: A separate form for a political committee's dissolution statement is not required by Chapter 55 and there is no official form. (see IV. G. DISSOLVING A POLITICAL COMMITTEE on page 264)

If, however, the supply of official forms has been exhausted and additional forms cannot be obtained in time for a candidate or committee to file by the deadline, a photocopy of the official form may be provided.

2. When to Provide

The General Laws do not specify a schedule for providing forms and procedures vary among towns. However, the forms must be provided in time to permit the candidate or political committee to meet the filing deadline.

a. to candidates and their political committees

(1) when nomination papers are obtained

In some towns, when each candidate obtains his nomination papers, he is also given a sufficient number of CPF M102 forms for all the reports he must file. Copies of the separate Schedule A are provided as well.

The candidate is asked at that time if he has or is planning to have a political committee. If so, an additional set of forms is provided for the committee reports together with a form CPF M101, Statement of Organization. Form CPF M-T101, Change of Treasurer, and Schedule E, Disclosure of Assets, may also be provided. (see IV. B. ORGANIZATION on page 254 and G. DISSOLVING A POLITICAL COMMITTEE on page 264)

NOTE: If the political committee is planning to obtain and use a credit card, a supply of form CPF M9 is also provided along with the report form.

In some towns, each candidate is provided with one form CPF M102 at the time he obtains his nomination papers. A second form CPF M102 is provided if he has or is planning to have a committee. These forms are to be used for the first report he and/or his committee must file. The forms for subsequent reports are mailed to the candidate about 10 days before the filing deadline. A letter containing information on filing is enclosed.

The Office of Campaign and Political Finance has prepared a sample letter which may be enclosed with the report form. (see sample letter on pages 396-398) A similar sample letter has been prepared by the Office for enclosure with the pre-election report, the post-election report and the year end report. These letters may be used or the town clerk may design his own letter. (see sample letter on page 399)

In addition, each candidate may be informed at the time he obtains nomination papers, that he is eligible to sign a form CPF M102-0 in the town clerk's office instead of completing and filing a report form if he has had no campaign finance activity during a reporting period, he has no campaign funds and does not have a political committee. This information may also be included in a reminder letter prior to each filing deadline. (see sample letter on page 399) If eligible to sign a form CPF M102-0, the candidate is not provided with report forms.

Note, however, that a candidate's political committee will need form CPF M102 whether or not it has campaign finance activity during a reporting period and a candidate, who has had no financial activity separate from his committee, must sign the committee's report. (see VIII. D. 2. Form CPF M102 on page 311)

(2) before filing deadlines

In some towns, forms are not provided at the time the candidate obtains nomination papers. The forms for each report to be filed and a letter containing filing information are mailed about 10 days before each deadline. (see sample letters on pages 396-399)

If forms are provided by mail it is less likely that a candidate will lose them, particularly if he has obtained his nomination papers long before the report due date and the enclosed letter serves as a reminder of the filing requirement.

However, it is suggested that the candidate be given *THE MUNICIPAL CAMPAIGN FINANCE GUIDE* and/or instructions prepared by the town clerk's office at the time he obtains his nomination papers so that he will know what campaign finance records he should keep. (see VIII. C. PROVIDING INFORMATION/INSTRUCTIONS on page 309)

(3) write-in candidates

Some write-in candidates are required to file campaign finance reports even though they do not take out or file nomination papers. In some towns, report forms are provided as soon as the town clerk is aware that a person has become a candidate.

In other towns, a write-in candidate is provided with a report form before each filing deadline occurring after he has announced his candidacy or it has otherwise become known.

In some cases, you will not become aware of a write-in candidate until election day or until after the votes are counted. If a person wins a nomination or election by write-in votes, he becomes a candidate under clause (2) of the definition. If nominated at a primary, preliminary or political party caucus using official ballots, he must file a pre-election and a post-election report. If elected by write-in votes at the general election, he must file a post-election report. He should be provided with form CPF M102 for those reports even if he withdraws his nomination or resigns from the office to which he was elected.

If the write-in candidate is not nominated or elected, but he had campaign finance activity, he must also file a report since he is a candidate under clause (1) of the definition. In this case, his report would not be due until the January 10th following the election. However, he may be provided with a form and file his report earlier.

A person does not become a candidate subject to Chapter 55 simply because he ran as a write-in candidate and/or he has received write-in votes, provided he has received no campaign contributions and made no campaign expenditures, such as purchasing a political ad or cards for distribution to voters on election day, for example. If he has had no campaign finance activity and was not nominated or elected, he is not required to file any reports.

(4) caucus candidates

The following information applies to candidates seeking a caucus nomination for an elective town office. Since caucus officer is not a public office, candidates seeking election as a caucus officer are not subject to the Chapter 55.

- political party caucus - official ballots used

  If the town has a political party caucus at which official ballots are used, nomination papers are required. In this case, candidates should be provided with report forms either when nomination papers are obtained or before each report filing deadline. However, at least one report form CPF M102 should probably be provided to each candidate at the time nomination papers are obtained since there may be only a day or two between the deadline for filing nomination papers with the town clerk by the town committee secretary and the precaucus deadline for filing the campaign finance report.

  A supply of report forms may be provided by the town clerk to the town committee secretary along with the blank nomination paper forms so that the secretary may give out the nomination papers and the report forms at the same time. (see 53:95,97,102)

  Subsequent report forms should be provided by the town clerk in time for the candidates to meet the pre-election and post-election filing deadlines.

- other caucuses

  In towns having non-partisan caucuses or political party caucuses without official ballots, candidates for nomination are usually not known before the day of the caucus. The reporting requirements are the same for candidates in either type of caucus.

  In some towns, the town clerk takes a supply of form CPF M102 and provides one to each person nominated. This form is to be used for the report required to be filed on the 8th day before the town election since the person becomes a candidate under clause (2) of the definition by being nominated. A pre-caucus report is not required.

  In other towns, the town clerk provides form CPF M102 shortly after the caucus to each person whose name appears on the certificate of nomination filed with him, or informs the candidate he may sign form CPF M102-0, if eligible.

Subsequent forms for the postelection report should be provided in time for the candidates to meet the filing deadline.

Note, however, that a person who sought nomination at the caucus and was not nominated but who had campaign finance activity, would be a candidate under clause (1) of the definition. He is, therefore, required to file a report by the January 10th following the election. The forms may be provided and the reports filed earlier, however.

A person not nominated at the caucus, who did not have campaign finance activity, is not required to file any campaign finance reports.

NOTE: A person who is not nominated at the caucus may take out nomination papers and run in the town election. In that case, he should be provided with report forms either when nomination papers are obtained or in time to meet the pre-election and post-election filing deadlines.

(5) candidates nominated to fill vacancies

Candidates nominated to fill vacancies are candidates under clause (2) of the definition and are therefore required to file campaign finance reports on the 8th day prior to the event in which their names will appear on the ballot. In addition, they must file additional campaign finance reports in accordance with the schedule for other clause (2) candidates whether or not nominated or elected.

In towns having a primary, preliminary or caucus other than one using official ballots, or town general election only, form CPF M102 should be provided to each candidate as soon as the certificate of nomination to fill the vacancy is received.

If the vacancy is caused by withdrawal, the certificate of nomination must be filed well before the 8th day before the event. However, if the vacancy is caused by death or ineligibility, the certificate may be filed closer to the event and the name will appear on the ballot only if time permits. In either case, if the name will appear on the ballot, the candidate must file the campaign finance report due on the 8th day before the event.

In towns having a political party caucus using official ballots, a vacancy occurring before the caucus is filled either by having a new nomination paper filed or by having the town committee chairman file the name of the candidate with the town clerk. In either case, the filing may occur close to or after the 8th day before the caucus. If the name of the new candidate will appear on the ballot, he must file a pre-caucus campaign finance report and should be provided with a form CPF M102 as soon as possible after his name is known. The pre-caucus campaign finance report may have to be filed after the due date.

Form CPF M102 should also be provided in time for the candidate to meet the pre-election and post-election filing deadlines.

(6) in January each year

A person holding elective public office, whether elected or appointed to fill a vacancy, must file a campaign finance report on January 10th if he had any campaign finance activity or he had a fund raising activity, including a testimonial regardless of the purpose, during the previous year.

In some towns, a letter is sent to each elective officeholder at the beginning of January each year to remind him of the requirements for filing. (see sample letter on pages 400 and 401) A form CPF M102 may be enclosed with the letter.

In addition, a candidate who has not filed a final report, or a political committee which has not filed a final report and dissolved, must file a report on January 10th. Check the reports on file for the previous year and send a reminder letter to each candidate and political committee required to file. Enclose a form CPF M102.

NOTE: A person who became a candidate because he had campaign finance activity during the previous year, must file a report on January 10th. However, the town clerk may not be aware of such a person unless he was an unsuccessful write-in or caucus candidate during the previous year, or he announced his candidacy or obtained nomination papers for the next election prior to January 1st. If known, the candidate should be sent a reminder letter and a copy of form CPF M102.

(see VIII. F. 1. a. the 10th day of January, current year on page 336 and e. 10th day of January following the election on page 341)

b. multi-candidate committee [55:18(e)]

A multi-candidate committee is required to file campaign finance reports on the same schedule as candidates and their political committees. [55:18(e)] The forms should be provided as soon as the existence of the committee is known or before each report filing deadline.

c. ballot question committee [55:18(g)]

In some cases, the town clerk does not know in advance that a ballot question committee has formed but learns of it when a member of the committee requests information. However, as soon as the town clerk is aware the committee exists, the required forms should be provided.

Provide at least one form CPF M102 with the form CPF M101, statement of organization, since the first committee report must be filed on the day of organization. [55:18(g)] (see VIII. F. FILING SCHEDULE - REPORTING PERIODS, 2. Other Political Committees on page 342)

An additional copy of form CPF M102 may be provided prior to each filing deadline. The committee may be given several forms at the same time since it is required to file reports more often after the election than candidates or their committees unless all liabilities are discharged quickly.

d. independent expenditures [55:18A]

Form CPF M18A should be provided whenever requested by an individual, group or association which intends to make or has made an independent expenditure as defined in 55:18A. (see VI. H. INDEPENDENT EXPENDITURES on page 299)

In most cases, however, the person(s) making the expenditure will not know of the filing requirement. If the town clerk becomes aware of an independent expenditure by noticing ads in the paper or having it brought to his attention by someone else, he should notify the individual or group of the requirements and provide the form.

NOTE: If a group or association can be defined as a political committee, Form CPF M102 and Form CPF M101, instead of form CPF M18A, should be provided with appropriate information concerning filing requirements.

e. report of town treasurer

Form CPF M22A should be provided to the town treasurer as soon as you are aware that the town has had any campaign finance activity. Several copies of the form may be provided since reports must be filed twice each month after the election until all liabilities have been discharged.

C. PROVIDING INFORMATION/INSTRUCTIONS

The Director of Campaign and Political Finance is required to prepare a summary of Chapter 55. He is also required to provide a sufficient number of copies to town clerks so that they may provide them to candidates and political committees required to file. [55:27]

The summary of Chapter 55 is entitled *MUNICIPAL CAMPAIGN FINANCE GUIDE*. It is green with black printing on 8 1/2" X 13" paper, folded to produce a flyer 8 1/2" X 3 1/4". (see sample on pages 402 and 403)

The director has also prepared and provides to town clerks a one page instruction sheet entitled *Statement of Organization Procedures* for political committees. It is 8 1/2" X 11," white with black printing. (see sample on pages 371 and 372)

The director also has prepared and provides to town clerks a one page instruction sheet for ballot question political committees. This is green with black printing, 8 1/2" X 11." (see sample on page 404)

NOTE: Instructions are also printed on the back of all official forms, except CPF M102-0.

In some towns, the town clerk provides only the information and instructions prepared by the director and informs each candidate that he may call the town clerk's office or the Office of Campaign and Political Finance in Boston, 617-727-8352, 1-800-462-6273, if he has questions.

In other towns, the town clerk prepares and provides written instructions for candidates and political committees. (see sample instructions on pages 405-409)

In any case, the *MUNICIPAL CAMPAIGN FINANCE GUIDE* and/or instructions should be provided to all candidates and political committees as soon as a candidate is known or a political committee has organized whether or not report forms are provided at that time.

D. PREPARING CAMPAIGN FINANCE REPORTS

1. Form CPF M102-0 (see sample form on page 387)

Form CPF M102-0 should be prepared by the town clerk. It is to be used by candidates who have no political committee and who have received no contributions, incurred no obligations and made no expenditures during a reporting period and have no campaign fund in existence.

A separate form CPF M102-0 must be used for each reporting period. It should be prepared and available for candidates before each filing deadline.

NOTE: A form CPF M102-0 is not needed for the January 10th filing deadline in a town since any candidate required to file at that time would not be eligible to sign the form. He would have had campaign finance activity or would have had a campaign fund in existence during the related reporting period.

Enter the following information in the spaces provided at the top of the form:

- the name of the town
- the date the report is due
- a check mark in the appropriate box at the top right next to the due date.
- the beginning and ending date of the reporting period

a. initial form

The initial form prepared is for the first report required to be filed in the current year under 55:18(b) by a clause (2) candidate.

In towns having a preliminary, primary or political party caucus using official ballots, enter the 8th day before that event under *Report Due* and check the box next to *8th day preceding primary.* For the reporting period, enter January first of the current year after *Report Period Beginning* and the 18th day before the preliminary or primary after *and Ending.*

In towns having a non-partisan caucus or political party caucus without official ballots, or only a general election, enter the 8th day before the election under *Report Due* and check the box next to *8th day preceding election.* Enter January first of the current year after *Report Period Beginning* and the 18th day before the election after *and Ending.*

NOTE: 55:18 contains days different from those stated above for the beginning of the period for an initial report, the day after the election for the office sought or the day after the end of period of the last report filed whichever reporting period is shorter. However, using these days, several forms CPF M102-0 would need to be prepared for each due date, one for candidates who filed a report the previous year, one for offices having a one year term, one for offices having a three year term, etc. As a practical matter, any clause (1) or clause (3) candidate who had campaign finance activity during the prior year and any clause (2) candidate who had not filed a final report or who had activity after filing such a report, would have to file a report on January 10th showing campaign finance activity through December 31st of the previous year. Therefore, the Office of Campaign and Political Finance recommends that January first of the current year be used as the beginning of the reporting period for the first form CPF M102-0 to be prepared each year. One form may be prepared for all candidates eligible to sign.

b. subsequent forms

On subsequent forms, the beginning of the reporting period is the day after the end of the period entered on the previous form. If the town has a preliminary, primary or a political party caucus, the end of the period on the second form prepared is the 18th day before the election. In all towns, the end of the reporting period to be entered on the post-election form is the 20th day after the election. (see VIII. F. FILING SCHEDULE - REPORTING PERIODS on page 335)

2. Form CPF M102 (see sample form on pages 381-386)

It is the candidate's responsibility to prepare each campaign finance report he is required to file. If the candidate has a political committee, the committee treasurer must prepare the committee report, but the candidate is responsible for being certain that he does so.

The treasurer of a multi-candidate or ballot question committee is responsible for preparing the required committee reports.

In many towns, the town clerk provides assistance in preparing report forms upon request. However, if such assistance is provided, be certain that all candidates and committee treasurers have equal access to your assistance and that you provide the same kind of assistance to all. It is essential to avoid the possibility of allegations of favoritism being made.

In addition, be certain that the information you are providing is correct. If in doubt, the Office of Campaign and Political Finance, 617-727-8352 or 1-800-462-6273, should be contacted. In some cases, a candidate or political committee would be well advised to seek an advisory opinion from the director. (see II. B. 7. Advice on page 238) Since the penalties on candidates and political committee treasurers contained in Chapter 55 are severe, do not attempt to guess the answer to a question.

The candidate or committee treasurer should enter the information on form CPF M102 using as reference the records he is required to keep. (see III. B. RECORDS on page 242, and IV. F. COMMITTEE TREASURER'S DUTIES on page 263)

The form may be completed by hand if the hand writing or printing is legible, or by typewriter. If a candidate or committee treasurer keeps records by computer, the information on a computer printout must be transferred to the official form. A computer printout is not acceptable even if it has been signed by the candidate and/or a committee treasurer.

a. page 1

(1) boxes at top of form

A candidate or his committee treasurer or the treasurer of a multi-candidate committee must check the appropriate box next to the filing deadline at the top right of the form to indicate what report is being filed.

A treasurer of a ballot question committee must check the appropriate box next to the filing deadline at the top left of the form.

NOTE: If a final report is being prepared, the candidate or committee treasurer may enter *FINAL REPORT* at the top of the form. However, if the report shows a balance in item 5, a candidate should also enter *RESIDUAL [SURPLUS] FUNDS SENT TO LOCAL AID FUND ON [DATE]* or words to that effect. Or, the candidate may bring the balance in item 5 to zero by entering the transmittal of the residual funds as an itemized expenditure in Schedule B, page 3. A committee treasurer must file a dissolution statement with or on the report and check the box next to *Dissolution* as well as the box next to the appropriate deadline. He should also file a Schedule E. (see IV. G. DISSOLVING A POLITICAL COMMITTEE on page 264)

(2) BOX A

The name of the candidate as registered, the title of the office he seeks and the district, if applicable, the candidate's voting address, the name of the town and zip code should be entered on the lines provided in Box A.

(3) BOX B

The name of the committee, the name of the committee treasurer, and the mailing address as this information appeared on Form CPF M101, Statement of Organization, should be entered on the lines provided. If the statement of organization were amended before the filing deadline, the amended information should be entered.

(4) reporting period

The reporting period beginning and ending dates should be entered in the spaces provided under boxes A and B. These dates must relate to the box checked at the top of the form. (see VIII. F. FILING SCHEDULE - REPORTING PERIODS on page 335)

(5) ending balance from last previous report, item 1

On the first report the candidate or treasurer has ever filed, zero should be entered in item 1. On each subsequent report, the amount to be entered must be obtained from item 5 on page 1 of the last previous report.

(6) total receipts, item 2

The total amount of receipts entered in Schedule A, line 13, page 2 must be entered in item 2. All contributions of money received must be included, cash, checks, loans, etc. (see VIII. D. 2. b. page 2, Schedule A on page 315) Note that in kind contributions are not included in item 2, page 1.

(7) subtotal, item 3

The sum of items 1 and 2 should be entered in item 3.

(8) total expenditures, item 4

The total amount of all expenditures entered in Schedule B, item 18 on page 3 should be entered in item 4. Only the amounts actually spent during the reporting period, not any liabilities, should be included.

(9) ending balance, item 5

The amount in line 4 should be subtracted from the amount in line 3 and entered in line 5. The amount in this item must be entered on line 1 in the next report.

The amount on line 5 should also be reconciled with the candidate's and/or committee treasurer's records the same as a check book is reconciled with a bank statement to be certain the ending balance in both records is correct.

(10) in kind contributions, item 6

The total estimated value of all in kind contributions in Schedule C, item 22 on page 3 should be entered in item 6.

(11) total liabilities, item 7

The total of all liabilities in Schedule D on page 4 should be entered in item 7.

(12) name of bank(s), item 8 [55:18(17)]

The name of the bank where campaign contributions are deposited should be entered. If more than one bank is used, the name of each must be entered. If a political committee has a credit card issued by a bank, that bank's name should also be entered.

NOTE: If a candidate has no committee and has received no contributions, he should enter the bank used for his personal checks issued to pay campaign expenditures. Item 8 would be left blank only if the candidate handled all campaign finances in cash.

(13) certification, BOX C

A candidate must sign in BOX C and enter the date he signed under the following circumstances:

- he does not have a committee but has received contributions, made expenditures or incurred liabilities, or
- he has a committee but has received contributions, made expenditures or incurred liabilities independent of the committee. In this case, the committee treasurer must file a separate report and no signatures would appear in boxes D, E and F on the candidate's report.

  NOTE: No signature or date would appear in boxes C, E and F on the report of a ballot question committee, or on the report of a candidate's committee if the candidate had to prepare and file his own report.

(14) certification, BOX D

The treasurer of each political committee must sign in BOX D and enter the date.

(15) affidavit, BOX E [55:18, last paragraph]

Each candidate who has not received any contributions, made any expenditures or incurred any liabilities during the period to which the report relates and who does not have a political committee and whose ending balance on the last report filed was zero, may comply with the filing requirement by either of two methods.

He may sign the affidavit in BOX E and enter the date. In this case, zero would be entered in items 1 through 7 on page 1. Or, the candidate may sign form CPF M102-0 in the town clerk's office.

However, if the candidate had an ending balance on the last previous report filed, but had no campaign finance activity during the current reporting period, he must sign the affidavit in BOX E and enter the date. In this case, the same amount would be entered in items 1, 3 and 5 and would be the same amount as in item 5, ending balance, on the last previous report filed. Zero would be entered in items 2, 4, 6 and 7. No entries need to be made on pages 2-4.

(16) affidavit, BOX F [55:18, next to last paragraph]

If all his campaign finances were handled by his committee, the candidate must sign in BOX F on his committee's report and enter the date. In this case, the candidate may not sign a form CPF M102-0 since the next to last paragraph of 55:18 requires his affidavit to appear on his committee's report.

NOTE: Each certificate and affidavit must be signed under the penalties of perjury. [55:18,24]

(17) box, office use only

The box at the center left of the form entitled *office use only* is provided for the town clerk to enter the date and hour the report is filed with him. The candidate or committee treasurer should leave this box blank.

b. page 2, Schedule A

Contributions of money, whether cash, check or loans, must be reported on Schedule A, page 2.

All contributions received during the period to which the report relates must be entered.

The amount of a candidate's personal funds used for campaign purposes should appear on Schedule A as well as contributions from others. If the candidate has a committee, the personal funds he contributed to the committee would appear on Schedule A of the committee's report. If the candidate had campaign finance activity independent of his committee or had no committee, the amount of personal funds used would appear on Schedule A of his own report. Note that the candidate's personal contribution may need to be itemized the same as other contributions. (see (1) receipts in excess of $50 below)

If page 2 contains insufficient space to list all contributions required to be itemized, one or more separate Schedules A should be used and stapled to Form CPF M102. If used, the candidate's and/or committee's name as it appears on Form CPF M102, boxes A and B, and the page number must be entered at the bottom of separate Schedule A. 2A, 2B, etc., or 2-1, 2-2, etc., may be used as the numbering system for separate Schedule A.

NOTE: Any receipt resulting from a fund-raising activity, regardless of the purpose, must be entered as a contribution on the report if the person is a candidate under clause (1) or clause (2) of the definition at the time of or subsequent to the receipt, or if he is an elected officeholder at the time of receipt and thereby becomes a candidate under clause (3) of the definition. [55:1, last paragraph] (see V. A. 4. Purchases for Fund-Raising Activities on page 273)

(1) receipts in excess of $50.00

For each contribution to be itemized enter the following information in Schedule A:

- date received

  In the first column of the schedule, enter the date the contribution was received by the candidate, by the committee treasurer or other person acting on behalf of the committee. The dates entered will probably not be in chronological order. (see - from whom received below)

  NOTE: If a person other than the committee treasurer received the contribution, enter the date that person received it, not the date he turned it over to the treasurer.

- from whom received

  In the second column, enter the contributor's name. The names must be entered in alphabetical order. [55:18(2),(3)] Note that the name of a corporation should not appear in Schedule A on a candidate's or his committee's report, unless the corporation returned a deposit on a telephone installation or on a rented item, for example. In that case, it is suggested that the item be identified as a refund to avoid questions being raised when reports are examined. (See III. D. 1. b. corporate on page 247 and IV. E. 1. On Contributions on page 262)

  A contributor's name must be entered if one of the following applies:

  -- he made one contribution over $50.00 during the reporting period.

  -- he made two or more contributions of less than $50.00 but the total contributed during the reporting period was more than $50.00. In this case, each contribution should be listed separately under the date it was received.

-- he made a contribution during the reporting period of $50.00 or less but he had made one or more contributions during previous reporting period(s) so that the total he has contributed during the year was over $50.00. In this case, include only the amount contributed during the period to which the report relates even if the contribution is $50.00 or less. Earlier contributions would have been included in previous reports.

NOTE: If a contribution has been itemized on one report, it does not need to be itemized again on the next report unless that contributor made an additional contribution requiring itemization during the next reporting period.

- residential address

The residential address of each contributor must be entered in column 3 on Schedule A. On a ballot question committee report, the address to be entered might be that of a corporation rather than a residence. Or, if the candidate or his committee received a refund of a deposit, a corporate address may be entered.

- amount

The amount contributed must be entered in one of the columns under *AMOUNT.*

If the contribution did not result from a fund-raising activity, the amount should be entered in the column under *General.* However, if the contribution resulted from a purchase by the donor of tickets, buttons, stickers, advertisements, etc., the amount must be entered under the column entitled *Fund Raising.*

For example, if the contributor purchased tickets to a testimonial for the candidate, or if he purchased campaign buttons which he later distributed to friends, the amount he paid for the tickets or buttons should be entered under *Fund Raising.*

NOTE: A party for the candidate at which contributions are requested and/or received is not considered a fund-raising event unless those attending had to purchase tickets.

(2) transfers from candidates or political committees [55:18(5)]

A transfer of money from a candidate or a political committee must be itemized on Schedule A regardless of the amount. Include the date received, the candidate's or committee's name, address and amount of the contribution.

The name should be listed in alphabetical order with other persons who made contributions. Contributions should not be separated by category on Schedule A.

(3) contributions from trusts, foundations or associations [55:18(5a)]

A contribution from a trust, foundation or association must be itemized on Schedule A regardless of the amount. The names and addresses of the principal officers of the trust, foundation or association must be entered on the schedule along with other required information. Use more than one line on the schedule, if necessary, to include the information. Draw brackets and enter the date and the amount in the appropriate columns opposite the brackets.

(4) loans [55:18(6)]

The amount of each loan from any person, together with the name and residential address of the lender and endorser (cosigner), if any, must be listed in alphabetical order by name of lender. Note that lenders' names and other information must be listed regardless of the size of the loan.

The loan of money must be itemized on Schedule A as a contribution under the following circumstances:

- on the candidate's report, if he has accepted a loan independent of his committee or has no committee
- on a candidate's political committee's report, if it accepts a loan from any individual, including the candidate for whom it was organized. If the candidate lends his personal funds to his own committee, he is not required to file a separate report. However, if he lends funds received from a contributor, the candidate must file a separate report.
- on a ballot question committee's report, if it accepts a loan from any individual, candidate or corporation.

Loans should be listed with other types of contributions in alphabetical order by name, not separated by category.

(5) totals

Boxes are provided on Schedule A immediately above the summary. The total of amounts entered in the two columns under *AMOUNT* should be entered in the boxes. These boxes are also included on separate Schedule A. If more than one Schedule A is used, enter the total in these boxes on each schedule. The grand total will appear in the summary. (see (6) summary of all receipts below)

(6) summary of all receipts

- item 9 [55:18(2)]

  The total of all general receipts itemized by name on Schedule A must be entered. If a separate Schedule A is used, the subtotal of general receipts from this schedule must be included in item 9.

- item 10 [55:18(4)]

  The total of all fund-raising receipts itemized by name on Schedule A must be entered. If a separate Schedule A is used, the subtotal of fund-raising receipts from this schedule must be included in item 10.

- item 11

  The total of all general receipts not required to be itemized by name received during the reporting period must be entered in item 11. This amount must be calculated from the candidate's and/or the committee treasurer's records of contributions. (see III. B. RECORDS on page 242 and IV. F. COMMITTEE TREASURER'S DUTIES on page 263)

- item 12 [55:18(7)]

  The total of all fund-raising receipts not required to be itemized by name received during the reporting period must be entered in item 12. This amount must be calculated from the candidate's and/or the committee treasurer's records of contributions.

NOTE: If a contribution has been included in item 11 or 12 on one report, it should not be included in item 11 or 12 on the next report.

- item 13 [55:18(10)]

  The sum of items 9 through 12 must be entered in item 13. This amount must also be entered in item 2 on page 1.

NOTE: 55:18(8) relates to gross proceeds from purchases for fund- raising activities and 55:18(9) relates to net proceeds from such purchases. However, spaces for this information are not provided on the report form and it does not need to be entered.

c. page 3, Schedule B

Expenditures, whether in cash or by check, must be reported on Schedule B, page 3. If a candidate uses his personal credit card for an expenditure, it should also be included on Schedule B.

If a political committee has obtained a credit card, an expenditure made by credit card must be reported on form CPF M9. (see VIII. D. 3. Form CPF M9 on page 327) However, payments to the credit card company must appear on Schedule B, but the charges itemized under item 6 on the disclosure report, form CPF M9, would not also be itemized on Schedule B. If a payment to the credit card company is $25.00 or more it is itemized on Schedule B. If less than $25.00, it is included in item 16 or 17 as applicable.

EXAMPLE: The political committee used its credit card to purchase the following items: $28.00 for envelopes, $65.00 for printing flyers, $75.00 for bumper stickers. Each of these items must appear on form CPF M9. Before the end of the reporting period, the committee paid the credit card company $168.00 for these items. The $168.00 expenditure must appear on Schedule B of form CPF M102, but the individual items shoud not appear.

All expenditures actually made during the period to which the report relates must be entered. If Schedule B contains insufficient space to list all expenditures required to be itemized, additional expenditures may be entered on a separate sheet and stapled to the report form. If used, the candidate's and/or committee's name as it appears in boxes A and B and the page number should be entered at the bottom of the sheet in case it becomes separated from the report form. (see VIII. D. e. page 4, Schedule D on page 326 for reporting liabilities incurred but not yet paid)

Schedule B does not contain spaces to report in kind expenditures even though 55:18(11) through (14) use the term *amount or value.* Such an expenditure, the use of a candidate's or committee's computer by another candidate or committee, for example, should be reported as an in kind contribution on the receiving candidate's or committee's report in Schedule C.

NOTE: Any expenditure resulting from a fund-raising activity, regardless of the purpose, must be included in the report if the person is a candidate under clause (1) or clause (2) of the definition at the time of or subsequent to the expenditure, or if he is an elected officeholder at the time of the expenditure and thereby becomes a candidate under clause (3) of the definition. [55:1, last paragraph] (see V. A. 4. Purchases for Fund-Raising Activities on page 273 and VI. A. 3. Expenditures for Fund-Raising Activities on page 281)

(1) expenditures of $25.00 or more [55:18(11),12)]

Expenditures of $25.00 or more made to any one person or business during any reporting period must be itemized. The following information must be entered.

- date paid

  In the first column of Schedule B, the date paid should be entered. If paid by check enter the date of the check. If paid in cash, enter the date the money was given to the payee.

- to whom paid

  The name of each individual or business to whom the money was paid must be entered in the second column of Schedule B. The names must be arranged in alphabetical order on the schedule.

  For example, the names might be entered as follows, John Adams, Bobolink Printing Co., Caswell Stationers, Inc., Alfred Smith, etc.

  NOTE: On the report of a multi-candidate committee, the name, address and elective office held or sought by each candidate on whose behalf the expenditure was made must be entered. More than one line on the form may be used to enter this information.

- address

  The address of each person or business to whom the money was paid should be entered in the third column on Schedule B.

- purpose

  The purpose for which each listed expenditure was made should be entered in the fourth column of Schedule B. Using example under - to whom paid above, the purposes entered might be *travel reimbursement, printing tickets, envelopes and paper, campaign work,* etc.

- amount

  The amount of each expenditure must be entered in either the column under *General* [55:18(11)] or *Fund Raising.* [55:18(12)]

  If the expenditures related to a fund-raising activity, it must be entered in the column entitled *Fund Raising.* Such expenditures might be for printing tickets, cost of refreshments or hall rental for a party for which tickets are sold.

All other expenditures should be entered in the column entitled *General.*

If an expenditure has been itemized on one report, the name of the person or business to whom paid does not need to be entered again on the next report unless an additional expenditure over $25.00 is made to the same person or business.

NOTE: On a final report, a candidate or committee may enter the transmittal of residual funds to the state treasurer in Schedule B. It should be itemized regardless of the amount. Include the following information in order in the columns: date sent; Commonwealth of Massachusetts; State Treasurer, State House, Boston 02133; Donation - Local Aid Fund and the amount under *General.*

(2) transfer of money or anything of value to candidate or committee
[55:18(5)]

The transfer of money or anything of value to a candidate or a political committee must be itemized on Schedule B as outlined above regardless of the amount.

(3) summary of all expenditures

- item 14

The total of all general expenditures itemized on Schedule B should be entered. If a separate Schedule B is used, the subtotal of general expenditures from this schedule must be included.

- item 15

The total of all fund-raising expenditures itemized on Schedule B must be entered. If a separate Schedule B is used, the subtotal of fund-raising expenditures on this schedule must be included in item 15.

- item 16 [55:18(14)]

The total of all general expenditures not required to be itemized must be entered. This amount must be calculated from the candidate's or the committee treasurer's records. (see III.B. RECORDS on page 242 and IV. F. COMMITTEE TREASURER'S DUTIES on page 263)

- item 17 [55:18(13)]

The total of all fund-raising expenditures not required to be itemized must be entered. This amount must be calculated from the candidate's or committee treasurer's records.

NOTE: If an expenditure is included in item 16 or item 17 on one report, it should not be included in item 16 or item 17 on a subsequent report.

- item 18 [55:18(15)]

The sum of items 14 through 17 must be entered in item 18 and in item 4 on page 1.

d. page 3, Schedule C

All contributions other than money (in kind contributions), must be reported in Schedule C on page 3 of form CPF M102.

All contributions received during the period to which the report relates must be included. If sufficient space is not provided on form CPF M102 to list all the in kind contributions, a separate sheet may be used and stapled to the report form. Enter the name of the candidate and/or political committee and the date on the sheet in case it becomes separated from the form.

In addition, if a multi-candidate committee makes an expenditure supporting a candidate, such as purchasing a political ad or signs or mailing a letter soliciting votes or contributions, after consultation with and obtaining the candidate's consent, the candidate or his political committee must include it as an in kind contribution on his or its report. On the other hand, if the multi-candidate committee made the expenditure without consultation with or obtaining the candidate's or his committee's consent, it is reported only on the multi-candidate committee's report, either itemized on Schedule B or included in item 16 or 17 depending upon the amount and purpose. If a political party town committee is supporting candidates in a primary, political party caucus and/or the subsequent election, it is considered a multi-candidate committee and the information above applies.

(1) in kind contributions in excess of $50.00 [55:18(2), (3)]

In kind contributions having a value in excess of $50.00 must be itemized on Schedule C. Note that the amount requiring itemization is the same for in kind and for money contributions. In addition, several small contributions resulting in a total value of more than $50.00 during the reporting period must be itemized. A contribution resulting in the total value of more than $50.00 during the calendar year must also be itemized. (see VIII. D. 2. b. (1) receipts in excess of $50.00 on page 316)

The following information must be included in Schedule C:

- G/FR

  Each item entered must be designated as general or fund raising. In the first column of the schedule, *G* should be entered if the contribution is general. *FR* must be entered if the contribution relates to a fund-raising activity. (see VIII. D. 2. b. page 2, SCHEDULE A, (1), - amount on page 315)

  NOTE: An in kind fund-raising contribution might be an ad purchased by an individual to announce a fund-raising activity and to inform the public where tickets may be purchased.

- date received

  The date the contribution was received by the candidate or the political committee must be entered in the second column on Schedule C. For example, if an individual permitted his computer to be used by a candidate or a political committee, the date used should be entered. If the computer were used on several different dates, the dates used may be entered in the form 1/15-1/28/88. Or, if a person held a coffee party for the candidate and provided refreshments costing more than $50.00, the date of the in kind contribution would be the date the event was held.

- from whom received

  The full name of the person who made the contribution, must be entered. Note that the name of a corporation may appear only on a report of a ballot question committee. Candidates and their committees are prohibited from accepting contributions from corporations. (see III. D. 1. b. corporate contributions on page 247 and IV. E. 1. On Contributions on page 262)

  The names of contributors should be listed in alphabetical order the same as for contributions on Schedule A.

- residential address

  The residential address of a person who made the contributions must be entered. Note that a corporate address may appear only on the report of a ballot question committee.

- description of contribution

  A description of the in kind contribution must be entered in the 5th column on Schedule C. Examples of descriptions might be, *computer use, copier use, refreshments/candidate coffee party, hall rental, advertisement, postage, office supplies*, etc.

- value received

  The value of the in kind contribution must be entered in the 6th column on Schedule C. If the exact value is not known, it should be estimated. For example, if an individual provided a ream of paper and the use of his copier, the estimated value would be the cost of the paper plus cost per copy for use of the machine times the number of copies made. A reasonable value might be $7.50 for paper and 10 cents per copy, total value $57.50.

(2) transfers from candidates or committees [55:18(5)]

The transfer of anything of value from a candidate or a political committee must be itemized on Schedule C on the recipient's report as outlined above regardless of the value.

(3) trusts, foundations or associations [55:18(5a)]

A contribution of anything of value from a trust, foundation or association must be itemized on Schedule C as outlined above regardless of the value.

The names and addresses of the principal officers must be included. More than one line may be used, if necessary to include this information.

(4) loans [55:18(6)]

The loan of anything of value must be itemized on Schedule C on the recipient's report as outlined above regardless of the value.

(5) item 19

In the column entitled *GENERAL* in item 19, enter the sum of each value in the 6th column for which *G* was entered in the first column.

In the column entitled *FUND RAISING*, enter the sum of each value in the 6th column for which *FR* was entered in the first column.

(6) item 20

From the candidate's or political committee's records, the total value of all in kind contributions of $50.00 or under should be entered. General contributions must be separated from fund-raising contributions the same as in item 19.

(7) item 21

The sum of item 19 and item 20 must be entered in item 21, general contributions separate from fund-raising contributions.

(8) item 22

The sum of the value under general and under fund raising in item 21 must be entered in item 22. This is the grand total of all in kind contributions received during the reporting period. It should also be entered in item 6 on page 1.

e. page 4, Schedule D [55:18(16)]

All liabilities incurred during the period to which the report relates but which have not been paid as of the end of the period must be entered in Schedule D. Note that the liability must be reported regardless of the amount.

For example, 1,000 campaign flyers were ordered from the Acme Printing Co. on February 1, 1988. The bill for the flyers was not yet paid on February 21st, the last day of the reporting period before a town election to be held on March 8th. The item must be entered as a liability on Schedule D.

If there is not sufficient space in Schedule D on the form to include all liabilities, a separate sheet may be used and attached to the form. The name of the candidate or political committee and the date should be entered on the sheet in case it becomes separated from the form.

The following information must be entered:

(1) date incurred

The date the liability was incurred must be entered in the first column. Using the example above, February 1, 1988 should be entered.

(2) to whom due

The name of the person or business to whom the debt is owed must be entered in the second column. Using the example above, Acme Printing Co. should be entered.

(3) address

The address of the person or business whose name was entered in the second column must be entered in the third column.

(4) purpose

The purpose for which the liability was incurred must be entered in the fourth column. Using the example above, printing flyers should be entered.

(5) amount

The amount of the liability must be entered in the fifth column.

(6) TOTAL

The sum of amounts entered in the fifth column, including any amounts entered on a separate Schedule D, if used, must be entered in the box opposite TOTAL. This sum must also be entered in line 7 on page 1 of the form.

NOTE: If the liability is paid during the next reporting period, the amount and, if $25.00 or more, the name, address and other required information, should be included in the next report as an expenditure in Schedule B on page 3.

3. Form CPF M9 [55:9; Regs. 2.09(8)] (see sample on pages 388-389)

If a political committee has obtained a credit card, the committee treasurer must prepare a form CPF M9, Disclosure of Credit Card Activity. A completed and signed credit card report must be filed with each campaign finance report. [Regs. 2.09(b),(c),(e)] If the committee has more than one credit card, a separate report must be filed for each credit card account. [Regs. 2.09(8)(f)]

The box labelled *OFFICE USE ONLY* should be left blank by the person preparing the form since it has been provided for the town clerk to enter the date and hour of filing.

A check mark should be made in the box at the top right of the form next to the appropriate filing deadline to indicate the related campaign finance report.

The name of the political committee, the name of the person using the credit card and the credit card number must be entered in items 1 through 3 at the top of the form.

The following information must also be entered:

a. statement period beginning and ending dates

The beginning date and ending date of the credit card statement period must be entered in item 4.

Most credit card statements show only the statement closing date. This may be called, bill cycle closing date, statement date, billing date or some similar term. The beginning date is one month earlier.

The beginning date of the earliest statement to be attached to the CPF M9 form must be entered on the line following *Statement Period Beginning.*

The closing date of the most recent statement to be attached to the CPF M9 form must be entered on the line following *and Ending.*

b. item 5. Beginning Balance from Statement

The beginning balance from the earliest statement must be entered opposite item 5 in the column entitled *AMOUNT.* On the first report after the credit card was obtained, this amount would be zero. On subsequent reports, the amount to be entered would be that shown as the previous balance on the earliest credit card statement to be attached to the related CPF M9 form.

c. item 6. itemized listing of ALL charges $25.00 or more

Each charge of $25.00 or more must be itemized on the report under item 6 giving the following information:

(1) date [Regs. 2.09(8)(g)]

In the first column, the date of purchase must be entered. This date usually appears on the credit card statement in the first column under *Trans.* and is the transaction date.

(2) vendor name and address

On line a. opposite each date, the name of the person or business from whom the purchase was made must be entered. On line b. enter the street address and on line c. enter the name of the city or town where the vendor is located. The vendor's name and the name of the city or town will appear on the credit card statement in the column entitled *charges, payments and credits* since last statement. The vendor's street address does not usually appear on the statement.

(3) purpose

Under the word *Purpose* in the center of the form, the purpose for which the purchase was made must be entered. Lines a. b. and c. may be used, if necessary. A purpose might be one of the following: *paper and envelopes, printing flyers, campaign buttons, bumper stickers,* etc.

NOTE: Cash advance should not appear under the word *Purpose* since the use of a credit card for such a purpose is prohibited. [Regs. 2.08(7)]

(4) authorized by

Under the words *Authorized by,* the name of the person who authorized the purchase must be entered. In most cases, the name of the candidate, committee chairman or committee treasurer would be entered, but it may be the name of someone designated by them. (see 55:5)

If there is insufficient space on the form CPF M9 to include all charges which must be itemized, the form may be photocopied and two or more forms filed at the same time. In this case, each page should be numbered and contain the political committee name and the date.

d. amount

The amount of each credit card purchase must be entered in the column entitled *AMOUNT*

e. item 7. Total Charges $25 or more in this Activity Period

The sum of amounts entered in the column entitled *Amount* in item 6 should be entered in item 7. If more than one page is required to list purchases, include the total amount from the additional page(s) in the sum.

f. item 8. Total Under $25 Charges in this Activity Period

The total of all charges under $25.00 appearing on the credit card statement(s) to be attached to the CPF M9 form should be entered in item 8.

g. item 9. Total Interest Charges this Activity Period

The sum of all interest charges appearing on the credit card statement(s) to be attached to the CPF M9 form, should be entered in item 9.

h. item 10. Total

The sum of the amounts entered in item 7, 8, and 9 should be entered in item 10.

i. item 11. Subtract Payments and Credits from Statements

From the credit card statements to be attached to the CPF M9 form, obtain the sum of payments and credits and enter the sum in item 11. These amounts appear on the statement in the itemized purchase and payment listing. The total of payments or credits during the statement period is shown on a line under the space for itemized purchases.

j. item 12. Balance Outstanding at End of Activity Period

Subtract the amount in item 11 from the amount in item 10. Enter the difference in item 12. Note that item 12 should contain the total balance outstanding at the end of the activity period and should be the same as the new balance shown on the most recent credit card statement.

k. item 13. Payments Made During Activity Period not Included in line 11

Item 13 must include the total amount of payments which are not shown on the credit card statement(s) but which were made on or before the last day of the month preceding the month in which the CPF M9 form must be filed. For example, if a form must be filed in March, payments through the last day of February must be included. These payments will appear on the next month's credit card statement and should be included in item 11 on the next form CPF M9 filed.

l. signatures and dates

Both the candidate and the political committee treasurer must sign form CPF M9 under the penalties of perjury and enter the date on the lines provided at the bottom of the form.

m. attach credit card statements [Regs. 2.09(8)(h)]

All credit card statements to which the report relates must be attached to it before filing. It is suggested that the committee treasurer make a copy of each statement for his own files.

4. Form CPF M18A [55:18A] (see sample form on pages 390 and 391)

If an individual makes an independent expenditure, he must complete and sign the report using form CPF 18A. If a group or association not defined as a political committee makes an independent expenditure, a person acting as the agent of the group or association, who may be its treasurer or chairman, must complete and sign the report. A report is required only if the independent expenditure, or the aggregate of several expenditures, exceeds $100.00 during the calendar year and only if the expenditure is made for the purpose of promoting or defeating one or more clearly identified candidates. A report is not required if the independent expenditure is related to a ballot question. It is also not required for expenditures related to supporting good government generally or to urging citizens to vote, for example.

EXAMPLES:

(a) Albert Smith paid for a political ad in February for a candidate for selectman. The cost was $60.00. In March, he mailed a personal letter supporting the candidate to 250 of his acquaintances. Printing the letter cost $20.00, paper cost $2.50, envelopes cost $3.50 and postage was $62.50. Albert must complete and file a report.

(b) The Mother's Club paid for a full page political ad supporting two school committee candidates. The ad cost $125.00. The club treasurer must complete and file a report.

NOTE: If, however, $125.00 is over 10 per cent of the club's gross revenues for the preceding year, the club would be considered a political committee and must file a form CPF M101, Statement of Organization, and report its expenditure on a form CPF M102. (see IV. A. DEFINITION on page 252)

(c) A group of residents of Midtown paid for a full page ad in support of the ballot question to override the limit on taxation for the purpose of increasing the recreation department's budget to operate the new town pool. No report is required.

The box at the top right of the form entitled *Office Use Only* should be left blank by the person preparing the form since it has been provided for the town clerk to enter the date and time of receipt.

The person preparing the form should enter the name of the city or town in item 1.

The date of the report must be entered in item 2. Note that the report must be filed within 7 business days of the date on which the aggregate expenditures exceeded $100.00. The date entered should be on or before the filing deadline.

The name and address of the individual, group or association should be entered in item 3. The individual's street address including the name of the city or town and the zip code should be entered. If a group or association is filing the report, its office address, if any, or its agent's address should be entered. Note that a post office box should not be entered as an address.

The following information must also be entered on the form:

a. item 4. Expenditures

(1) expenditure number

The information for each expenditure must be entered separately under item 4. The expenditure numbers are printed on the blank forms in the first column.

(2) information required

The date the expenditure was made, the name and address of the person or vendor who was paid, the purpose of the expenditure and the amount or value must be entered in the appropriate columns on the line opposite the expenditure number.

Use a separate expenditure number for each person or vendor to whom the expenditure was made and each date of expenditure. For example, enter the information for an expenditure of $65.00 made on February 1st opposite number 1 and enter the information for an expenditure of $40.00 made on February 18th opposite number 2 even if both expenditures were made to the same person or vendor. Likewise, enter an expenditure made on February 1st to vendor A opposite number 1 and an expenditure made on February 1st to vendor B opposite number 2.

Under *Purpose*, enter paper, envelopes, postage, advertising, computer use, etc. not to support candidate X or words to that effect.

b. item 5. Name of Candidate(s)

The name of each candidate, for whom the expenditure entered in item 4 was made, must be entered in item 5. Opposite each expenditure number, enter the candidate's name and the office he sought in the appropriate columns. If more than one expenditure were made for a particular candidate, enter the candidate's name and office opposite each related expenditure number. For example, if expenditure numbers 1 and 3 in item 4 were made for candidate A, enter his name and office opposite numbers 1 and 3 in item 5.

c. signature

Each report form must be signed under the penalties of perjury and dated. If an individual is filing the report, he must sign. If a group or association is filing the report, the person acting as its agent must sign.

5. Preparing Form CPF M22A (see sample form on pages 392 and 393) (see also VI. F. EXPENDITURE OF MUNICIPAL FUNDS FOR POLITICAL PURPOSES on page 295)

If a town makes an expenditure or an in kind contribution, such as the use of town facilities or equipment, for the purpose of influencing the vote on a ballot question, the town treasurer must complete and sign a form CPF M22A.

One of the boxes at the top right of the form should be checked to indicate which report is being filed. The name of the town treasurer must be entered in item 1. The name of the city, town or other governmental unit must be entered in item 2 and its address in item 3.

The reporting period beginning and ending dates should be entered in the spaces provided under *Fill in Dates*:

Under item 4, the ballot question number and a description of the question should be entered in the spaces provided. For example, *Question No. 2 relating to permitting the town to assess an additional [amount] in real estate and personal property taxes for the fiscal year beginning July first, [year]* might be entered.

Also under item 4, enter the election date and the name of the city or town.

The treasurer must sign the form under the penalties of perjury and enter the date in the spaces provided.

The following information must be entered under *Expenditures or Disbursements* at the bottom on the front of the form:

- the date paid
- the name and address of the person or vendor to whom paid
- the purpose
- the amount or, if an in kind contribution, the value.

If a town employee worked during regular hours to support or oppose the ballot question, the dates worked, his name and address, what work he did, such as prepared town-wide mailing and the amount paid for the hours worked should be entered.

If town facilities were used, the treasurer may attach an explanation of what facilities were used and when, the purpose and an estimated value. Or, he may include the information on the form. For example, in first column enter that date of use; in the second column, enter use of the town copy machine; in the third column, enter the address where the copy machine is located; in the fourth column, enter copying charts; and in the fifth column, enter the cost of preparing the copies.

The total expenditures or disbursements shown on the report, the total expenditures or disbursements previously reported and the total expenditures or disbursement to date must be entered under the column entitled Amount or Value.

At the top on the back of the form under *Liabilities*, the date incurred, the name and address of the person or vendor to whom due, the purpose and amount must be entered in the appropriate columns. In addition, the total liabilities shown on the report, total liabilities previously reported and still outstanding and the total outstanding liabilities to date must be entered in the column under *Amount*.

6. Form CPF M101

See IV. B. ORGANIZATION on page 254.

7. Statement of Dissolution and Schedule E

See IV. G. DISSOLVING A POLITICAL COMMITTEE on page 264.

E. FILING REPORTS [55:18,18A,22,22A]

1. Who Must File

Campaign finance reports must be filed by each candidate for nomination or election to a public office and by each treasurer of a political committee. The political committees required to file include those organized on behalf of a candidate, those organized to favor or oppose a question submitted to the voters and all other non-elected and elected political committees, such as a non-elected political committee aiding or promoting the success or defeat of more than one candidate or a principle or the elected political party committees. [55:18]

EXCEPTIONS: A candidate seeking election as a member of a representative town meeting or as a member of a political party town committee and a non-elected political committee organized on behalf of such a candidate are not required to file campaign finance reports. [55:18(b),(h)] In addition, a write-in or caucus candidate who was not nominated or elected and who had no campaign finance activity is not required to file a campaign finance report.

Candidates and their political committees must file reports whether or not the candidate was nominated or elected. Campaign finance reports must be filed whether or not the candidate or a political committee had any campaign finance activity during a reporting period.

NOTE: A candidate who has a political committee and who did not receive any contributions, incur any liabilities or make any expenditures on his own behalf independent of his committee must sign the affidavit in BOX F on his committee's report instead of filing a separate report. (see VIII. D. 2. Form CPF M102 on page 311) A candidate who has no committee and received no contributions, incurred no liabilities and made no expenditures during a reporting period, and has no campaign fund in existence may file a report or sign an affidavit to that effect for each reporting period. (see VIII. D. 1. Form CPF M102-0 on page 310) [55:18, last two paragraphs]

In addition, a person, group or association making an independent expenditure over $100.00 for a candidate or candidates must file a report. [55:18A] The treasurer of a corporation [55:22] and the treasurer of a town [55:22A] which has expended funds to support or oppose a ballot question must file a report.

2. Where Filed [55:18,18A,22,22A,24]

All reports of candidates for nomination or election to town office and the treasurers of political committees organized on their behalf must be filed with the town clerk. If the campaign finance activity of other political committees, individuals or groups relates to a town primary, preliminary, caucus or election, their reports must also be filed with the town clerk. [55:18,24]

A candidate for regional district school committee to be elected district-wide and his political committee, must file reports with the clerk of the town where he is a registered voter. [55:24; 1988:10]

Reports of candidates for state and county office and their political committees and reports of all other non-elected and elected political committees who have campaign finance activity related to a state primary or election, must be filed with the director of campaign and political finance. [55:18,24]

An independent expenditure report must be filed with the director of campaign and political finance if it relates to candidates for state or county office. The report must be filed with the town clerk, if it relates to candidates who must file reports with the town clerk. [55:18A]

A town treasurer's report must be filed with the director if the ballot question appears on a state election ballot, or with the town clerk if the question appears on a town election ballot. [55:22A]

A corporation treasurer's report of campaign finance activity related to a ballot question must be filed with the director. If the question appeared on a town election ballot, a copy of the report must also be filed with the town clerk. [55:22] (see sample report on page 394)

F. FILING SCHEDULE - REPORTING PERIODS [50:4; 55:18] (see also chart on page 410 showing forms and filing deadlines)

The schedule for filing reports and the period each is to cover are specified in 55:18. The following applies only to candidates, political committees and others required to file reports with the town clerk.

1. Candidate and His Political Committee

The dates on which reports must be filed by a candidate and his political committee, if any, depend upon when and how he became a candidate under the definition in 55:1. (see III. A. DEFINITION on page 239)

If a person, including an elective officeholder, is a candidate because he received campaign contributions or made campaign expenditures [definition, clause (1)], or because he is an elective officeholder, who had a fund-raising event for any purpose [definition, clause (3)], during the previous year, he must file a report as outlined under section a. the 10th day of January, current year on page 336. Under certain circumstances, other candidates must also file a report in the current year as outlined under section a. In most cases, these candidates are not required to file a report as outlined under sections b., c., and d. on pages 338-340.

If a person became a candidate by taking action necessary under the General Laws to qualify himself for nomination or election [definition clause (2)], he must file a report as outlined under section b. the 8th day preceding a town preliminary or primary, including a caucus, if applicable, under section c. the 8th day preceding a town election and under section d. the 30th day following an election on pages 338-340. If he has not already filed a final report, or he has had campaign activity after filing his final report, he must file an additional report as outlined under section e. the 10th day of January following the election on page 341. (see VIII. D. 1. Form CPF M102-0 on page 310 for report of candidate who has had no campaign finance activity, has no committee and has no campaign fund)

If a candidate's political committee is in existence during the period to which a report relates, the treasurer must file a committee report on the same schedule as is required of the candidate. In addition, a candidate's political committee must file a report every January 10th if it has not dissolved by the preceding December 31st, whether or not it had any campaign finance activity during the previous year. (see VIII. D. 2. a. (16) affidavit, BOX F, on page 315 for report of candidate who has had no campaign finance activity but who has a committee)

The following covers the report filing deadlines and the periods each report must cover. The periods start at different times depending upon the specific circumstances as outlined under each filing deadline below.

However, the end of the period for every report is the 10th day before the filing deadline.

NOTE: If the last day for filing a report falls on a Sunday or a holiday, the following day is the last day. In addition, the last hour for filing is 5:00 P.M. [50:4]

a. the 10th day of January, current year [55:18(h)]

55:18(h) requires a report to be filed by certain candidates and their political committees on or before the 10th of January in the current year. It applies to candidates and their political committees not otherwise required to report at this time.

This report must be filed by the following:

- a person who was a candidate under clause (1) or clause (3) of the definition of candidate during the previous year,
- a person who has taken out nomination papers before January 1st of the current year to run for office in the current year, only if he had campaign finance activity during the previous year since, in that case, he would have become a candidate under clause (1) of the definition,

  NOTE: Such a candidate is also required to file a report as outlined under sections b., c. and d. on pages 338-340 unless he does not file his papers or he files a withdrawal from nomination before the deadline for withdrawal.

- a person who ran for office two years ago or earlier but who has not yet filed a final report, or who has had campaign finance activity after he filed his final report,
- a person who ran for office last year and who filed a final report after the election, but who had subsequent campaign

finance activity related to a future election, (see also. e. the 10th day of January following the election on page 341)

- a candidate's political committee if it has not filed a final report and dissolved by December 31st last year. (see IV. G. DISSOLVING A POLITICAL COMMITTEE on page 264)

The period to be covered depends upon whether or not it is an initial report.

(1) initial report

For an initial report, the period starts on the day following the preceding town election for the office sought. If the office appears on the ballot each year, the period starts on the day after the last town election. However, for an office which does not appear every year, such as town clerk with a three year term, the period starts on the day after the election at which the office did appear.

This reporting period applies to a person who has not previously been a candidate under any clause in the definition of candidate in 55:1 since the term *initial report* in 55:18(h) means the first report ever filed.

NOTE: If a person who had campaign finance activity last year does not know, at the time he must file his report, which office he will seek, he should enter the day after the election in which the town office having the longest term appeared on the ballot.

(2) not initial report

If it is not an initial report, the period starts on January 1st of the previous year, or the day following the end of the reporting period of the last report filed, whichever period is shorter.

This reporting period would apply to a person who was a candidate at some time in the past under one or more of the clauses in the definition of candidate in 55:1 and therefore, had previously filed a campaign finance report.

If he filed a report after January 10th of the previous year, the period for the January 10th current year report starts on the day following the end of the period for the last report he filed. For example, a candidate, who ran for nomination or election last year and who filed a final report on the 30th day after the election, must file a report on January 10th, current year, if he subsequently had campaign finance activity before January 1st related to a future election. The period to be covered would start on the 21st day after the last election.

If he did not file a report after January 10th last year, the period starts on January 1st last year. This report period beginning applies to the following candidates:

- an elective public officeholder, who had a fund raiser for any purpose last year,
- a candidate who ran in an election prior to the last election but who still has not filed a final report,
- a candidate who ran in an election prior to the last election who filed a final report after that election, but who had campaign finance activity last year.

NOTE: The filing schedule and reporting periods outlined in the following under sections b. through e. apply to regular and special primaries, caucuses and elections. [55:18(b)(1), 18(b)(2)] The law does not specify that the filing schedule and reporting periods also apply to special preliminary elections. However, to avoid questions being raised with respect to compliance with the law, candidates in special preliminaries should also file reports.

b. the 8th day preceding a town preliminary or primary, including a caucus [55:18(b)]

55:18(b) requires that a report be filed on the 8th day preceding a preliminary or primary, including a political party caucus using official ballots, by a person who became a candidate by taking action necessary under the law to qualify himself for nomination such as, filing nomination papers, having his name appear on a certificate of nomination to fill a vacancy or having his name appear on a political party caucus ballot. [definition clause (2)]

NOTE: This filing date does not apply to a write-in candidate, to a non-partisan caucus candidate or to a political party caucus candidate if official ballots are not used.

The period to be covered starts on the day following the preceding election for the office sought by the candidate, or the day following the end of the period of the last report filed, if any, whichever period is shorter.

If the candidate has not previously filed a campaign finance report, the period starts on the day following the last election if the office he seeks appears on the ballot each year. Otherwise, the period starts on the day following the election at which the office did appear.

If the candidate filed a report on January 10th, current year, the reporting period starts on January 1st, current year. However, if he did not file on January 10th current year, the report period beginning depends upon the term of office sought and when he filed his last report.

- one year term

If the candidate did not file a post-election report due the 30th day after the last election, the period begins on the day after that election. For example, a person who had filed a campaign finance report on January 10th last year or earlier, but who was not a clause (2) candidate at the last election would not have been required to file a post-election report last year. Beginning the report period on the day after the last election provides the shorter period.

If the candidate filed a post-election report due the 30th day after the last election, the report period begins on the 21st day after that election, the day after the end of the period for the last report filed.

- term of more than one year

If the candidate did not file a report at any time after the day following the election at which the office was last on the ballot, the report period begins on that day.

If the candidate filed a report at some time after the day following the election at which the office was last on the ballot, the report period begins on the day after the end of the period for the last report filed.

c. the 8th day preceding a town election [55:18(b)]

55:18(b) requires that a report be filed on the 8th day preceding the town election by candidates and their political committees who were required to file a report on the 8th day preceding preliminary, primary, or political party caucus using official ballots, whether or not they were nominated. [definition, clause (2)]

In this case, the period to be covered begins on the 17th day before the preliminary, primary or caucus, the day following the end of the last report filed.

In addition, 55:18(b) requires that a report must be filed on the 8th day preceding the election by the following: [definition, clause (2)]

- a person who became a candidate by filing town election nomination papers,

- a person nominated by a caucus and whose name appears on a certificate of nomination,

- a person nominated by write-in votes at a primary, preliminary, or a political party caucus using official ballots,

- a person nominated to fill a vacancy and whose name will appear on the town election ballot.

In these cases, the report period beginning is the same as outlined under section b. the 8th day preceding a town preliminary or primary, including a caucus on page 338.

NOTE: An unsuccessful write-in candidate or candidate in a non-partisan caucus or political party caucus not using official ballots must file a report on the following January 10th if he had any campaign finance activity. [definition, clause (1)] (see section e. the 10th day of January following the election on page 341) If he did not have any campaign finance activity, he is not required to file any reports.

d. the 30th day following a town election [55:18(b)]

55:18(b) requires that a report be filed on the 30th day after the election by all candidates and their political committees who were required to file a report as outlined under section c. the 8th day preceding a town election above, whether or not they were elected.

The reporting period starts on the 17th day before the election, the day after the end of the period for the last report filed.

The report must also be filed by write-in candidates who were elected. [definition, clause (2)] However, the report period beginning for successful write-in candidates is the same as outlined under section b. the 8th day preceding a town preliminary or primary, including a caucus on page 338 since these candidates would not have filed a pre-election report.

NOTE: An unsuccessful write-in candidate must file a report on the following January 10th if he had any campaign finance activity. [definition, clause (1)] (see section e. the 10th day of January following the election on page 341) If he did not have any campaign finance activity, he is not required to file any reports.

The post-election report may be a final report if the following conditions are met:

- there were no contributions received and no expenditures made after the 20th day following the election; and
- there were no outstanding liabilities as of the 20th day following the election, the end of the reporting period.

However, if the candidate has a balance of unexpended contributions, it may be a final report for a candidate only if he sends the surplus funds to the state treasurer and enters a statement such as, *Final report - residual (surplus) funds sent to state treasurer on [Date]* or words to that effect on the report form. Or, he may bring his balance in item 5 to zero by reporting the transmittal of the residual funds to the state treasurer as an expenditure itemized on Schedule B. (see VIII. D. 2. c. page 3, Schedule B on page 320)

For a political committee, this may be the final report only if it has dissolved on or before the filing date. (see IV. G. DISSOLVING A POLITICAL COMMITTEE on page 264)

e. the 10th day of January following the election

An additional report must be filed on or before the January 10th following the election by candidates and their committees, who were required to file a report as outlined under section d. the 30th day following a town election under the following circumstances:

(1) post-election report not final report

If the report filed on the 30th day following the election was not a final report, an additional report is required on or before January 10th. [55:18, 3rd paragraph after the paragraph starting with (h)]

The period to be covered in this report starts on the 21st day following the election and ends on December 31st. However, the final report may be filed before December 31st if all liabilities have been discharged, and any residual funds have been sent to the Local Aid Fund before that date. If it is a committee report, the committee must also dissolve on or before the day the final report is filed.

(2) post-election report was final report but candidate had additional campaign finance activity

If a final report was filed on the 30th day after the election, but there was campaign finance activity after filing and before January 1st related to a future election, an additional report must be filed on January 10th. [55:18(h)]

The period to be covered in this report starts on the 21st day following the election and ends on December 31st.

NOTE: A candidate and a political committee whose report shows a balance of unexpended contributions in item 5 or liabilities in item 7 must continue to file a report on January 10th each year until the balance is used for permitted campaign expenditures or sent to the state treasurer and/or all liabilities have been discharged. In addition, a political committee must continue to file a report on January 10th each year until it has dissolved even if there is no balance in item 5 and no liabilities in item 7. (see section a. the 10th day of January, current year, on page 336) [55:18(h)]

An unsuccessful write-in candidate or candidate in a non-partisan caucus or political party caucus not using official ballots, who had campaign finance activity during the previous year, must file a report on January 10th following the election. In this case, the period beginning is the same as outlined under section a. the 10 day of January, current year on page 336, except that the beginning day of the reporting period for a candidate who ran for an office having a one year term, should be the day following the election in the year prior to the last election if he is filing an initial report. Most, if not all, of his campaign finance activity would have occurred before the last election and must be included in the report. [55:18(h)]

2. Other Political Committees [55:18(e)]

A non-elected or elected political committee aiding or promoting the success or defeat of one or more candidates for nomination or election to town office must file reports on the same days as outlined under VIII. F. 1. Candidate and His Political Committee, sections b. through e., on pages 338-341.

55:18(e) applies to a non-elected political committee supporting two or more candidates. Such a committee is often called a *multi-candidate committee* or *PAC*. It also applies to the elected state, ward or town committees.

If a multi-candidate committee has filed its statement of organization with the director of campaign and political finance, it must file its reports with him. If it is supporting candidates for town office, it should file reports with the director on the same schedule as reports must be filed with the town clerk. (see Interpretive Bulletin, OCPF-IB-83-103, August 5, 1983)

However, if a multi-candidate committee has filed its statement of organization with the town clerk, it must also file campaign finance reports with the town clerk on the same schedule as the local candidates and the committees organized on their behalf.

An elected political party town committee must file reports only with the director regardless of whether it is supporting state or local candidates. In some towns, the town committee files a copy of its reports with the town clerk if it is supporting local candidates.

NOTE: Political committees supporting or opposing a ballot question submitted to the voters of a town are covered by both 55:18(e) and 55:18(g). These two sections of Chapter 55 contain different schedules for filing reports. However, 55:18(g) relates exclusively to such committees if the question appears on the ballot at a town election and the schedule outlined in that section should be followed. (see 3. Ballot Question Committees below)

3. Ballot Question Committees [55:18(g)]

Each political committee organized under 55:5 to favor or oppose a question submitted to the voters at a town election must file reports according to the following schedule:

a. on the day of organization

The reporting period starts on the day following the preceding town election. It ends on the day of organization.

NOTE: 55:18(g) also contains the phrase *or the day following the end of the period of the last report filed, whichever period is shorter* as the beginning of the reporting period. However, the report filed on the day of organization of a committee would be its initial report since it would not have existed prior to that time. Therefore, the phrase *the day following the end of the period for the last report filed* would not apply.

b. on or before the 30th day following the election

The reporting period starts on the day after the day of organization and ends on the day the report is filed.

This report may be the final report unless the committee has outstanding liabilities at the time it is filed. However, the committee must dissolve before a final report may be filed. (see IV. G. DISSOLVING A POLITICAL COMMITTEE on page 264)

NOTE: 55:18(g)(2) states that the end of the reporting period is the 5th day preceding the filing deadline. However, the next to last paragraph of 55:18(g) requires the reporting period to end on the day of filing and this requirement should be followed.

c. on the 5th day of each month

A report must be filed on the 5th day of each month until all declared liabilities have been discharged. The reporting period starts on the day following the end of the period of the last report filed and ends on the first of the month.

4. Credit Card Disclosure Reports [Regs. 2.09(8)] (see VIII. D. 3. Form CPF M9 on page 327)

A political committee which has obtained a credit card shall file reports disclosing all campaign finance activity. The disclosure report must accompany each campaign finance report when it is filed. [Regs. 1.09(8)(b),(c),(e)] (see VIII. F. FILING SCHEDULE - REPORTING PERIODS, 1., 2. and 3. on pages 335-342) If a political committee has more than one credit card, a separate disclosure report must be filed for each card. [Regs. 2.09(8)(f)]

All disclosure reports must be complete as of the final day of the most recent credit card statement received prior to the date of filing. [Regs. 1.09(b),(c),(e)]

All credit card statements for the period covered by the report must be attached to the disclosure report when filed. [Regs. 2.09(h)]

NOTE: A candidate who uses his personal credit card for campaign expenditures, is not required to file a Credit Card Disclosure Report. (see VIII. D. 2. c. page 3, Schedule B on page 320)

5. Independent Expenditure Report [55:18A] (see VIII. D. 4. Form CPF M18A on page 330)

An independent expenditure report must be filed within 7 business days after the expenditures exceed $100.00 in the aggregate for that calendar year.

For example, if Albert Smith made an independent expenditure of $55.00 for a political ad for Bill Jones, candidate for selectman, on February 22, 1988 and another independent expenditure of $55.00 on March 7, 1988 for a political ad for Frank Brown, candidate for highway commission, he must complete and file an independent expenditure report on or before March 16, 1988.

6. Report of Town Treasurer [55:22A] (see VI. F. EXPENDITURE OF MUNICIPAL FUNDS FOR POLITICAL PURPOSES on page 295 and VIII. D. 5. Form CPF M22A on page 332)

If a town has spent municipal funds or permitted municipal facilities or equipment to be used to influence the vote on a ballot question, the town treasurer must file a campaign finance report with the director if the question appears on a state election ballot or with the town clerk if the question appears on a town election ballot.

The reports must be filed as follows:

a. on the 60th day prior to the election

55:22A does not specify a reporting period. The period should probably begin either on the day after the last town election or on the date the first expenditure was made or town facilities, equipment or town employee's regular working hours were used. It should end on the day the report is filed.

b. on or before the 5th day of each month before the election

The reporting period begins on the day after the initial report was filed. The report must be complete as of the preceding 1st day of the month.

c. on or before the 20th day of each month before the election

The period to be covered starts on the 2nd day of the month. The report must be complete as of the 15th day of the month.

d. on the 5th day of each month after the election

A report must be filed on the 5th day of each month until all declared liabilities have been discharged. The reporting period starts on the day following the end of the period for the last report filed and ends on the 1st day of the month.

NOTE: The provisions of 55:22A also apply to the treasurer of any other governmental unit, such as a water or fire district or separate authority. The treasurer of the governmental unit must file reports with the director if the expenditure related to a state ballot question or with the town clerk if the expenditure related to a town ballot question.

7. Report of Corporation Treasurer [55:22]

The treasurer of a corporation which has made expenditures to support or oppose a ballot question must file a report with the director and if the question appears on a town election ballot, he must file a copy of the report with the town clerk.

The reports must be filed according to the same schedule as outlined above under VIII. F. 6. Reports of Town Treasurer above except that the period to be covered by the initial report ends on the 5th day preceding the filing deadline.

G. RECEIVING CAMPAIGN FINANCE REPORTS

1. Time Stamp

When any type of campaign finance report required to be filed with the town clerk is received in the office, it should be time stamped or the date and hour of receipt entered on it. The box entitled *FOR OFFICE USE ONLY* appearing on forms CPF M102, M9, M18A and M22A may be used for this purpose.

NOTE: Form CPF M102-0, to be signed by candidates having no campaign finance activity, no political committee and no campaign fund is kept in the town clerk's office. The date the candidate signed the form is entered in the first column.

2. Check Report for Completeness

While not required at the time of receipt, many town clerks check the reports to be certain the required information has been entered and that the forms have been properly signed.

It is not uncommon for a candidate or a political committee treasurer to omit the beginning and ending date of the period to which the report relates or to neglect to check the appropriate box at the top right of a form CPF M102. In that case, the person who presents the report may add the information before he leaves the office.

If some information appears to be missing or incorrect and there is not time to have it added or corrected before the filing deadline, the report should be accepted as presented. It should be corrected as soon as possible. It must be corrected following a written notice by the town clerk to the candidate and/or committee treasurer. (see IX. D. NOTICES on page 354)

If a signature is missing and the person who presents the report is not the person whose signature is needed, the report may be refused. However, it is suggested that the report be received and held in the office. Immediately notify the candidate and/or treasurer that he must come to the office as soon as possible to sign his report. In this way, at least the disclosure of campaign finance activity will be made even though the report is not complete or legally filed. Note that the candidate and/or treasurer should enter the date he signed the report in Box E or Box F, not the date the report was received in the office.

In many towns, a thorough inspection of the reports is not made at the time they are filed since the office is usually very busy with census, election or town meeting work. (see IX. TOWN CLERK TO INSPECT REPORTS AND STATEMENTS on page 348 for deadlines for inspecting reports)

3. Filing Reports and Statements

The General Laws do not specify how campaign finance reports and related statements are to be filed. They should be filed in an order which will permit easy access to a particular report or statement upon request. It is likely that representatives of the local newspapers will ask to examine reports shortly after the filing deadlines. Requests to examine reports are also likely to be made by contested candidates.

In some towns, a separate file folder is used for each candidate and all his and/or his committee's reports are filed in that folder. The folders are arranged in alphabetical order by candidate's names. A separate folder is also used for each ballot question committee.

In other towns, the following procedures are used:

a. separate file for each due date

Since you will receive a number of reports on or before each due date, a separate file may be used for each. Label the file *CAMPAIGN FINANCE, [due date].*

For example, if the town has only a general election on the last Monday in March, the file folders for 1988 would be labeled as follows:

CAMPAIGN FINANCE - 1/10/88
CAMPAIGN FINANCE - 3/21/88
CAMPAIGN FINANCE - 4/27/88

NOTE: The 8th day before the election was March 20, 1988. However, that day was a Sunday and therefore, the due date was Monday, the 21st.

If the town has a preliminary election held 28 days before the general election, an additional file may be labelled, *CAMPAIGN FINANCE - 2/22/88,* the 8th day prior to the preliminary.

The statement of organization of a candidate's political committee may be filed with the first campaign finance report it files, or all committee statements of organization may be placed together in a separate file.

A separate set of files may be prepared for the reports of ballot question committees. However, it is unlikely that there will be more than one or two such committees for a given election and all these reports and statements may be placed together in a separate file.

b. list candidates and their committees

It may be helpful in keeping track of which candidates and committees have filed reports and statements if you prepare a list of all candidates and their political committees and mark the list when the report or statement is received. A copy of the list may be placed in each file. In that case, enter the due date at the top of each list.

Or, the list may be designed as shown in the sample on page 411. All reports and statements required to be filed may be checked on one list.

Add the names of write-in candidates required to file reports at the bottom of the list when they become known.

If a report is not required, N/A may be entered on the list. For example, if John Adams were not a candidate until February 2, 1988, N/A may be entered under 1/10 opposite his name.

If a final report is filed, *Final* or *F* may be entered under 4/27 opposite the candidate's or committee's name. If a candidate is not required to file a separate report since all financial activity is handled by his committee, enter a note to that effect opposite the candidate's name.

If a report is not filed until after the due date, the date of filing may be entered under the related due date. For example, if the report due 4/27 is not filed until 5/2, enter 5/2 in the column under 4/27.

If the required report is received on 4/27, but it is not a final report, enter the date the final report is received under 1/10/89.

Under a committee name, a date entered after the word *organized* will indicate that the statement of organization has been filed.

Under *Dissolved*, enter the date a committee's statement of dissolution is filed.

NOTE: If there are several ballot question committees, a similar list may be prepared to keep track of reports filed.

c. enter disposal date (see XIII. RETENTION PERIODS on page 362)

To save time in determining when reports may be removed from the file and disposed of, the date of disposal may be entered on the reports of candidates and their committees before filing.

Enter the date in a location that can be easily seen without removing the form from the file. For example, on form CPF M102, enter the date in the right hand margin so that it is right side up when the form is filed. On form CPF M102-0, fold the form in half so that the title is on top and enter the disposal date at the top right of the form.

NOTE: If a separate file folder is used for each candidate, the disposal date may be entered on the tab.

In some towns, the full date of disposal is entered. However, if you clean out the files and dispose of reports after the annual town election each year, you need enter only the year of disposal since reports and statements of candidates and their committees must be kept for the term of office sought by the candidate.

For example, on reports related to an office having a one year term filed in 1988, enter 1989. If the office has a 3 year term, enter 1991. Note, however, that a candidate's and his committee's report should not be disposed of until after the committee has dissolved.

Reports and statements of ballot question committees must be kept for two years. It is suggested the disposal date not be entered until the dissolution statement is filed. Then enter a disposal date two years after the date of dissolution.

d. file in alphabetical order

It is suggested that the reports of candidates and their political committees be filed in alphabetical order by candidates' names unless there are very few reports to be filed. If a candidate and his committee have filed separate reports, the committee's report may be placed directly behind the candidate's report.

A committee's statement of organization may be filed directly in front of its initial report. If a committee files a separate dissolution statement, it may be filed directly behind the final report along with Schedule E. A credit card activity report should be filed with the committee report to which it relates.

If a form CPF M102-0 has been used, it may be placed at the beginning or end of the file for the appropriate due date. Or, if a separate file folder is used for each candidate, an additional folder may be used for all completed CPF M102-0 forms filed in order by due date.

IX. TOWN CLERK TO INSPECT REPORTS AND STATEMENTS
[55:22A,28,29]

The town clerk is required by 55:22A and 55:28 to inspect all campaign finance reports and related statements filed with him. He must determine whether or not each person required to file a report or statement has done so and whether or not filed reports and statements appear to conform to law.

A. WHEN REPORTS MUST BE INSPECTED [55:28]

The reports and statements required to be filed by candidates and their political committees must be inspected within 30 days of the reporting dates. For example, the report required to be filed by the 8th day before an election must be inspected by the 22nd day after the election.

All other reports and statements, such as those filed by ballot question committees, multi-candidate committees, town or corporate treasurers and independent expenditure reports, must be inspected within 60 days of the reporting dates. For example, a report required to be filed on the 30th day after an election must be inspected by the 90th day after that election.

Note that the time within which the inspection must take place is based upon the due date, not the date of filing, if different. The reports and statements may be inspected when or soon after they are received if time permits.

NOTE: A Statement of Organization, CPF M101, of a political committee should be inspected at the time it is filed since the committee should not function unless the statement is in order. (see IV. C. RECEIVING STATEMENTS OF ORGANIZATION on page 260)

B. NO REPORT FILED [55:28]

In many towns, the records are checked a day or two before the due date or before noon on the due date. If no report has been received, the candidate, committee treasurer or other person responsible for preparing the report is telephoned to remind him of the filing deadline.

In other towns, the records are checked and the delinquent person is telephoned within a few days after the due date to request that the report be filed.

NOTE: Telephoning a person responsible for filing a report is not required by law but will probably increase compliance.

If no report is received in response to the telephone call, the town clerk must give written notice of an apparent violation of Chapter 55. (see IX. D. NOTICES on page 354)

C. INSPECT FILED REPORTS [55:28]

Each filed report should be inspected to determine whether or not it conforms to law, it includes all the required information and has been properly signed. (see VIII. D. PREPARING CAMPAIGN FINANCE REPORTS on page 310) If you are in doubt as to whether or not there is an apparent violation on a report, the Office of Campaign and Political Finance, 617-727-8352 OR 1-800-462-6273, and your town counsel may be contacted for advice.

The following steps may be taken:

1. Campaign Finance Reports, CPF M102

    a. omitted information

    If information has been omitted, it should be added by the person responsible for preparing the report. It is recommended that the town clerk not make any additions to reports even if the omission is minor, such as the appropriate box at the top right corner of the form has not been checked or the reporting period dates have not been entered.

The schedules should be checked to be sure all the required information has been entered for each itemized contribution, expenditure and liability. On Schedule C, also check to be sure *G* or *FR* has been entered in the first column for each itemized in kind contribution.

Ordinarily, you would not know from inspecting a report that there was an omission in the itemized list on each schedule. However, if such an omission were brought to your attention, inform the person who did so that you will contact the candidate or treasurer. You may also give the person information on filing a written complaint. (see XI. COMPLAINTS on page 358) In any event, it is suggested that you notify the candidate and/or committee treasurer of the situation as soon as possible so that he will have an opportunity to correct the omission, if necessary, before further action is taken. (see IX. D. 6. Corrective Action on page 356)

If an unusually large amount has been entered in item 11, 16 or 20 and there are few or no items in the appropriate schedules above, the town clerk may ask for further information from the candidate to determine whether or not additions should be made in the schedules.

EXAMPLE: $1,500 appears in item 11, but only one name, address and the amount of $52 appears in Schedule A. If it seems very unlikely that the candidate would have had 300 or more contributors, the report may be questioned.

b. errors

The totals entered under each schedule should be checked to be sure they are correct. Then compare the schedule totals with the amounts entered in items 1 through 7 on page 1 of the report to be sure they have been transferred correctly.

The amounts entered on page 1 of each report should be checked to be sure the ending balance is correct. The ending balance must be zero or larger. A report should not indicate that more money was spent than received.

NOTE: If a candidate spent only his own money on his campaign and received no contributions, he should enter the amount he spent on page 2 of form CPF M102 and in item 2 on page 1, so that the ending balance is zero. If he spent more than $50.00, his name address and the amount should be itemized in Schedule A.

When the next report is received, item 1 on page 1 should be compared to the ending balance in item 5 on the previous report to be certain the same amount has been entered.

If the first report received during the current year shows a beginning balance larger than zero but you have no previous report on file, the candidate or committee treasurer may be questioned. He should have included all campaign finance activity during the reporting period. He may have used the wrong beginning date for the period or omitted early contributions in error. Or, he may have had campaign finance activity sometime during the previous year and was not aware of the requirement to file a report on January 10th as a clause (1) candidate.

c. apparent violations

(1) corporate contributions

No corporation names should appear on Schedule A of the report of a candidate or his committee, unless the entry represents a refund of a deposit from the telephone company or on rented items, for example. Otherwise, if a corporate name is found, the report contains an apparent violation of law since contributions from business corporations are prohibited. (see V. B. 3. By Corporations on page 279)

Corporations may contribute to a ballot question committee, however, and such a name on its report does not indicate an apparent violation.

(2) contribution limits exceeded

While it is not likely that an individual will exceed the limit of contributions of $1,000 in a calendar year, doing so is a violation of law. (see V. B. 1. b. amount limited on page 276) If you see the same contributor's name entered on several reports filed by a particular candidate or a candidate's political committee and the amount contributed is large, calculate the total that person has contributed to be sure the limit has not been exceeded.

There is no such limit on an individual's contributions to a ballot question committee. [55:7; 1987:766]

Note, however, that the contribution of a candidate's committee to another candidate's committee is limited to $100.00, and its contribution to all candidates' political committees is limited to $1,500.00 in a calendar year. In addition, the contributions of some other political committees are also limited. (see V. B. 2. By Political Committees on page 278) Such contributions should be itemized, regardless of the amount, on the donor committee's report as an expenditure on Schedule B and on the recipient committee's report as a contribution on Schedule A. (see 55:18(5))

(3) prohibited expenditures

The purpose entered on schedule B of the report for each itemized expenditure should be checked. If a report indicates that campaign contributions were used for an expenditure prohibited by Chapter 55 or by the Regulations, there is an apparent violation. For example, contributions may not be used to pay travel expenses not related to the campaign, for ordinary clothing for candidate, etc. (see VI. D. PROHIBITED EXPENDITURES BY POLITICAL COMMITTEES on page 293)

A candidate may not spend campaign contributions for prohibited expenditures, but he may spend his own money for whatever he wishes. For example, a candidate who has received more contributions than he needs for permitted expenditures may not list in his report the purchase of a new suit as a campaign expense to make it appear that he had no residual funds.

d. final reports

Each report filed by a candidate or a political committee on the 30th day after the election should be inspected as outlined in a. through c. above and to determine whether or not it may be considered a final report.

(1) candidate's report

If item 5., Ending balance, and item 7., Liabilities, on page 1 of a candidate's report are both zero, it is a final report. The candidate may enter *final report* in large letters on the top of the form, but this is not required. You may make a note that the final report has been received so that a notice requesting a January 10th report is not sent.

However, if an amount appears in item 5, it may not be a final report unless the candidate has also entered on his report *surplus [residual] funds sent to state treasurer [local aid fund],* or words to that effect. If the candidate has entered only *final report,* he should be reminded that he must file subsequent reports until surplus funds have been used for permitted campaign expenditures or sent to the state.

NOTE: The candidate may enter information in Schedule B showing that residual funds have been sent to the state treasurer so that item 5 is zero and the report may be accepted as a final report.

If an amount appears in item 7., it may not be a final report and the candidate should be reminded of the requirement that a final report may not be filed until all liabilities have been discharged.

(2) political committee report

The requirements outlined above for a candidate's final report also apply to the final report of a political committee.

In addition, a political committee must file a statement of dissolution with or on its final report, whether or not there is a balance shown in item 5. (see IV. G. DISSOLVING A POLITICAL COMMITTEE on page 264) Subsequent reports must be filed until a committee has dissolved. A political committee should also file a completed Schedule E with its final report.

NOTE: If a candidate or his committee receives contributions or makes expenditures after the end of the reporting period, a subsequent report must be filed even if the report filed on the 30th day after the election were designated as or appeared to be a final report.

2. Credit Card Reports

If a credit card report has been filed with the political committee report, it should also be inspected for omissions, errors or apparent violations the same as outlined in IX. C. 1. Campaign Finance Reports, CPF M102 on page 349. (see VIII. D. 3. Form CPF M9 on page 327)

However, in this case, the credit card statements attached to the report should be compared with the entries on the form to be sure they agree.

3. Independent Expenditure Reports

If the town clerk is aware that an independent expenditure of more than $100.00 has been made in support or opposition to a candidate, he should contact the person responsible for filing the report to inform him of the requirements and provide a report form. If no report is filed within 7 business days of the date the expenditure was made, there is an apparent violation.

Note that an independent expenditure must have been made without the cooperation of or consultation with the candidate or his committee. If the candidate or committee cooperated or agreed to the expenditure, it must appear as an in kind contribution on the candidate's or committee's report and is subject to the limitations on contributions.

The person whose name appears on a political ad as the sponsor may not have paid for it. He may simply be one of the candidate's supporters who gave his permission for his name to be used. If you think the ad may have been an independent expenditure, you might contact the ad sponsor and the candidate to clarify the situation.

If an independent expenditure report has been filed, it should be inspected to be certain that all required information has been included. (see VIII. D. 4. Form CPF M18A on page 330)

If required information has been omitted, it should be added by the person responsible for preparing the report. It is recommended that the town clerk not add or change any information on a report.

The name of a business corporation or a political committee should not appear on the report under item 3, *Expenditure Made By*: since corporations may not spend money to influence the nomination or election of candidates.

The name of a candidate or candidate's political committee should not appear under item 4., third column *To Whom Paid.* Such an entry would indicate that the expenditure was not independent. The candidate's or committee's campaign finance report should be checked since the amount, if over $50.00, should appear itemized on that report.

The names entered on the form under item 5., second column, must be candidates for local office. If candidates for state or county office appear, the form should be returned and the person informed that it must be filed with the director of campaign and political finance.

4. Report of Town Treasurer [55:22A]

If municipal funds or municipal facilities and/or equipment have been used for campaign purposes, the town treasurer must file a report. Such a report should be inspected to be certain it is complete and has been signed.

Check the totals on the front and back of the form and compare the totals on the second and subsequent report(s) with the amounts appearing on the previous report(s) to be certain they are accurate.

However, the town clerk should not make a judgment as to whether or not the town should have used municipal funds, facilities or equipment. Such a determination must be made by the court upon a suit against the town by 10 taxpayers. (see AO-89-02,05) If the court rules that the funds have been spent contrary to law, the town clerk may order restitution.

5. Report of Corporation Treasurer [55:22]

The treasurer of a corporation must file a report with the director of campaign and political finance if corporate funds have been spent to influence the vote on a ballot question. If the question appeared on the town election ballot, a copy of the report must also be filed with the town clerk.

In this case, both the director and the town clerk would examine the report. Check to be certain that the report is complete and has been signed. On the back of the report, check the totals and on the second and subsequent reports compare the totals on the current report with those shown on the previous report to be certain they are accurate.

D. NOTICES [55:28,29]

If a report has not been filed or if a filed report contains omissions, errors or items indicating an apparent violation of law, the town clerk must, in writing, notify the person responsible for preparing and signing the report. In the case of a report of a candidate's political committee, it is suggested that you notify both the committee treasurer and the candidate even if the candidate has filed a separate report which appears to conform to law.

1. Contents (see sample notices on pages 412-414)

The General Laws do not specify the contents of the notice. The Office of Campaign and Political Finance has prepared and provides town clerks with sample delinquent and final notices for each required report, pre-primary, pre-election, post-election and year end. These notices may be used for candidates and/or committees which have not filed a report.

In some towns, notices are designed by the town clerk and in that case, the following should be included:

- the due date of the report in question
- the beginning and ending dates of the reporting period
- the fact that no report has been received, if applicable.
- the specific omission, error or apparent violation found during the inspection
- instructions on what the candidate or treasurer must do to correct the problem
- information that if the candidate or treasurer does not take corrective action within 10 days after receiving the notice, you must notify the attorney general as required by 55:29.

If a report has not been filed, a copy of the appropriate form and a request that it be completed and filed as soon as possible should be included with the notice.

NOTE: If a candidate has previously signed a form CPF M102-0, but has neglected to sign the current form or file a report form CPF M102, the notice should be adjusted to inform him that he must come to the office to sign another form CPF M102-0, or if he has received contributions or made expenditures since he signed the first form, he must file a report.

2. When Given

The written notice should be given as soon as the inspection of the records or reports reveals that the required report has not been filed or a filed report does not appear to conform to law. The notice must be given within 30 days of the filing deadline for reports and statements of candidates and their political committees and within 60 days of the filing deadline for other reports and statements. (see IX. A. WHEN REPORTS MUST BE INSPECTED on page 348)

The sample notices prepared by the Office of Campaign and Political Finance suggest that a delinquent notice be sent 2 days after the filing deadline and the final notice be sent 14 days after the filing deadline if no report has been filed. Two notices are not required and a notice is not required to be sent as early as suggested but doing so will help assure compliance with the law.

3. How Given

The General Laws do not specify how the written notice is to be given. It may be hand delivered or mailed to the candidate or committee treasurer.

In most towns, the notice is sent by certified mail, return receipt requested to be certain it is received and to provide a record of the date of receipt.

If a notice is hand delivered, a receipt signed by the candidate, treasurer or his agent should be obtained at the time of delivery.

4. Deadline for Response [55:29]

The person to whom the notice was sent must file the required statement or report or make the appropriate corrections within 10 days after he received the notice. Note that the period starts upon receipt of the notice, not on the date the town clerk sent it, if mailed.

5. Reports/Statements Filed After Notice

Each report or statement filed in response to the notice must be inspected the same as outlined under IX. C. INSPECT FILED REPORTS on page 349.

6. Corrective Action

After receiving a notice, the person responsible for preparing and filing a report, should take corrective action as soon as possible. The action to be taken will depend upon the type of apparent violation.

If no report were filed, the action would be simply filing a report as required. However, if the report contained apparent violations of Chapter 55, a notice of those violations should be sent as soon as possible to the person responsible for filing.

If omissions or errors need correction, it is recommended that the corrections be made on a separate piece of paper signed by the candidate, the committee treasurer or both. Or, the candidate or treasurer should file an amended report on the appropriate form. Alterations on the original report may cause questions to be raised as to whether or not the changes were made by an authorized person.

The paper containing the corrections or the amended report form should be attached to the original report.

If an illegal contribution were found, it should be returned to the contributor. (see V. B. 6. Illegal or Improper Contributions on page 280) In addition, it is recommended that you require the person to file a statement. The statement should be attached to the original report.

X. TOWN CLERK TO NOTIFY ATTORNEY GENERAL [55:29]

(see referral process information sheet on page 415)

The town clerk must notify the attorney general under the following circumstances:

- a person fails to file a required statement within 10 days after being notified, or

- a person fails to take corrective action to bring a filed report into conformity with the law within 10 days after being notified.

In some towns, the town clerk calls the person responsible for filing or correcting the report, a day or two before the 10 days expire if he has not already taken correction action. He is told that corrective action must be taken immediately or the town clerk has no choice but to notify the attorney general.

The notice and documents as outlined below should be sent to Attorney General's Office, Attn: Elections Division, One Ashburton Place, 20th Floor, Boston, MA 02108.

A. FORM AND CONTENTS (see sample notice on page 416)

The General Laws do not specify the form or contents of the notice. It may be a letter informing the attorney general of the situation. The following information should be included:

- the name and address of the person responsible for filing the report
- that the person has been notified in writing as required by 55:28 and the date he received notice
- that you have reasonable cause to believe that a violation of Chapter 55 has occurred and state the reasons for such belief, such as, a required report was not filed, a report was not signed, contained errors, apparently illegal contributions, etc.
- specify the statement or report involved, such as the report, form CPF M102, required to be filed on [date], the 30th day after the election
- if applicable, that an unsatisfactory response to the notice was received, such as, candidate refused to take appropriate action, claimed no action was necessary but gave no reason to substantiate his claim, etc.

NOTE: The attorney general should not be notified in case of minor irregularities, such as a box was not checked, the reporting dates were omitted or incorrect, a committee neglected to file Schedule E but had no assets. However, if you have reasonable cause to believe that reporting dates were deliberately omitted or incorrect to avoid reporting some campaign finance activity, contact the Office of Campaign and Political Finance or town counsel for advice.

B. DOCUMENTS TO BE SENT WITH NOTICE

The town clerk must furnish the attorney general with copies of all papers related to the case. Include the following:

- a copy of the written notice(s) sent to the person responsible for filing the report
- a copy of the return receipt from the certified mailing, or if the certified mail was not accepted, a copy of the unclaimed notice, or if the notice was hand delivered, a copy of the receipt obtained upon delivery
- a copy of the ballot on which the candidate's name or the question appeared

- a copy of the report or statement containing the apparent violation, unless you are notifying the attorney general that a report or statement has not been filed

- a copy of the unsatisfactory written response received from a candidate or treasurer, if any

NOTE: A copy of the notice and documents sent to the Attorney General may be sent to the Office of Campaign and Political Finance which will help monitor the process.

C. ATTORNEY GENERAL TO EXAMINE EACH CASE

Within two months after receiving a notice and copies of the related documents, the attorney general must review each case. If he is satisfied that there is cause, he shall institute appropriate civil proceedings or refer the case to the proper district attorney for such action as may be appropriate in the criminal courts.

XI. COMPLAINTS [55:28]

A complaint that a statement or report required to be filed with the town clerk has not been filed, or that a filed statement or report does not conform to law may be made by 5 registered voters of the town. (see referral process information sheet on page 415)

A. FORM AND CONTENTS (see sample complaint on page 417)

The General Laws do not specify the form for a complaint. It may be a letter signed by the complainants. It may also be on a form designed and provided by the town clerk.

The following information should be included in the complaint:

- the name and address of the candidate or the political committee against whom the complaint is made

- a detailed statement of the grounds of objection, that is, the reason(s) for making the complaint and the kind of information or evidence supporting the reasons. [55:28] A statement of grounds might be one of the following:

    - no campaign finance report was filed by [name] on or before [date] or, no statement of organization of the [name of political committee] was filed

    - a contribution made by [name] in the amount of [$] or, an expenditure made to [name] in the amount of [$] has not been reported. In this case, the person who made the contribution or to whom an expenditure was made might be one of the subscribers, or one of the subscribers might have personal knowledge of the case, or might have an affidavit signed by the contributor or person who received payment.

    - an illegal contribution was made, such as one from a corporation to a candidate.
- the signatures and addresses of all the registered voters who are making the complaint.
- the signature of one of the complainants, either notarized or signed under the penalties of perjury. 55:28 specifies that the complaint be sworn to by one of the subscribers.

B. TO BE FILED WITH TOWN CLERK

The completed and signed complaint must be filed with the town clerk.

C. DEADLINE FOR FILING

The complaint must be received in the town clerk's office within 10 days after the required date for filing a campaign finance report or statement if it relates to a report or statement which has not been filed. Otherwise, the complaint must be filed within 10 days of the date on which the related statement or report, or an amended statement or report was actually filed.

For example, a complaint that a report was not filed on the 8th day before an election must be filed on or before the 2nd day after the election. A complaint related to a report filed on the 14th day before the election, must be filed on or before the 4th day before the election.

NOTE: If the deadline for filing is a Sunday or holiday, the next day becomes the deadline. [50:4] The 8th day before a Monday election falls on a Sunday. Therefore, the 7th day before is the filing deadline. The complaint must be filed on or before the 3rd day after the election.

D. DUTIES OF THE TOWN CLERK

1. Examine Complaint

Upon receipt of a complaint, it should be examined to be certain it contains the necessary information. Check the signatures to be certain that the required number of registered voters has signed it.

Also, check to be sure that at least one of the complainants has had his signature notarized or has signed under the penalties of perjury. If necessary, the person who presents the complaint may sign it under the penalties of perjury or have his signature notarized in the town clerk's office.

Be certain that the grounds for the complaint have been included. However, the town clerk should not try to determine whether or not the grounds are legally sufficient. If the complainants request information on what grounds are sufficient, suggest that they consult an attorney.

Unless it is attached to the complaint, the town clerk should ask for evidence to substantiate the grounds, if necessary. Evidence might consist of one of the following:

- a cancelled check to prove a contribution was made but not included in a report

- a receipted bill to prove an expenditure was made but not included in a report

- a statement signed under the penalties of perjury by a person who made or did not make a contribution or to whom an expenditure was made

- photographs of campaign signs to prove that an expenditure was made for that purpose

- newspaper ads

- invitation to a candidate's fund raising activity

However, if the complaint was made because no campaign finance report or statement was filed, or because a filed report contained math errors or the wrong reporting dates were entered, etc., the town clerk's records would substantiate the grounds and the complainants would not need to present evidence.

If the complaint is in order and is received before the deadline has expired, time stamp it or note the date and time of receipt. The town clerk must then take the action outlined below.

If the complaint is filed after the deadline has expired, the town clerk may take the action outlined below so that the candidate and/or committee treasurer will have an opportunity to take corrective action if necessary. In that case, accept the complaint, time stamp it or note the date and time of receipt and enter a note that it was not timely filed. You may inform the complainants that the complaint is not valid, but that you will contact the candidate and/or treasurer.

2. Notify Candidate/Committee Treasurer (see sample notice on pages 414 and 418)

The town clerk must notify the person against whom the complaint was made. If the complaint relates to a candidate's political committee report or statement, it is suggested that you notify both the candidate and the committee treasurer.

The requirements for notice are the same as outlined under IX. D. NOTICES on page 354, except that the notice should include a statement that a complaint has been filed and the notice should be given as soon as possible after the complaint was received. Also, enclose with the notice, a copy of the complaint and a copy of any evidence presented.

Include in the notice that a written response from the candidate or committee treasurer is required even though that is not specifically required by 55:28 or 55:29. A telephoned response should not be accepted since it does not provide an adequate record for filing in your office.

3. Notify Attorney General

If the person against whom a complaint was filed, fails to respond to your notice within 10 days after it was received or if the response received is not satisfactory, the town clerk must notify the attorney general. The procedures are the same as outlined under X. TOWN CLERK TO NOTIFY THE ATTORNEY GENERAL on page 356 except that a copy of the complaint and evidence should be forwarded with the notice.

However, if the town clerk believes that a response from the candidate or committee treasurer is not needed because the answer is obvious, or the complaint alleges only that the wrong dates were entered for the beginning and ending of the reporting period, or it is clear that no violation of law exists, the attorney general should not be notified.

4. Complainants May Appeal [55:33,35,36,37,38,39]

If the complainants object to the town clerk's determination that no response is required or that the response made by the candidate or treasurer is satisfactory, they may appeal to the court. The town clerk should inform them of their right to appeal but should not attempt to give advice. The complainants should obtain advice from an attorney.

The five complainants, or any one of them, may file a written complaint in the district court alleging that reasonable grounds exist for believing that the law has been violated. If the court determines it necessary, it may immediately hold an inquest to investigate the allegations. [55:35] The court, attorney general or district attorney may subpoena witnesses. [55:37] The attorney general, district attorney, or a person designated by either, must attend the inquest and examine witnesses. [55:36] Following the inquest, if the court finds that the law has been violated, it must report to the superior court all the material facts and the names of any persons guilty of such violations. [55:38] The court must bind over such witnesses as are necessary to appear and testify in the superior court. [55:39]

NOTE: The complaint procedures provided in 55:35 are not limited to alleged violations of the Campaign Finance Law. A complaint may be made to the district court alleging reasonable grounds for believing that any law relating to the qualification or registration of voters, or to voting lists or ballots, or to primaries, caucuses, conventions and elections, or to any matters pertaining thereto has been violated.

If the complaint relates to a successful candidate and at least five complainants agree, they may apply directly to the superior court, sitting in equity within and for Suffolk county, for permission to bring an election petition against the candidate praying that his election be declared void. If permission is granted, the election petition must be filed within two months after the election. [55:33]

In either case, the town clerk may be summoned to testify and produce records, such as the pertinent campaign finance reports and statements, lists showing who has and has not filed reports and statements, copies of notices, responses, complaints and evidence submitted with complaints, etc.

If you are summoned but are in doubt about what records you are required to bring to court, contact the person who issued the summons.

XII. PUBLIC RECORDS [4:7(26); 55:26; 66:10; Public Records Access Regulations 950 CMR 32.00]

All reports and statements required to be filed with the town clerk related to campaign finance are public records. They shall be available for convenient public inspection and copying at the office of the town clerk during normal business hours as soon as such statements and reports are filed with him. [55:26]

In addition, a copy of any notices sent to candidates or political committees or to the attorney general and lists showing who has or has not filed reports and statements or who has been notified, complaints and written responses kept on file in the town clerk's office are public records. [4:7(26)]

A copy of any of these records must be provided upon request and the payment of the appropriate fee. [66:10; Public Records Access Regs. 32.06]

(See also FILING AND RECORDING, I. FILING, RECORDING, INDEXING in Volume 2 of this series for further information on access to public records and providing copies.)

XIII. RETENTION PERIODS [55:2,5,26; State Retention Schedule #2.26,#2.35]

A. CANDIDATE'S RECORDS [55:2]

A candidate must preserve all receipted bills and accounts relative to all contributions received, including the name and address of each contributor regardless of the amount contributed, expenditures made and any other campaign finance activity for 6 years from the date of the relevant election. (see III. B. RECORDS on page 242)

B. POLITICAL COMMITTEE'S RECORDS [55:5]

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts for a period of 6 years following the date of the relevant election. (see IV. F. COMMITTEE TREASURER'S DUTIES on page 263)

C. TOWN CLERK'S RECORDS [55:26, State Retention Schedule #2.26, #2.35]

1. Candidates and Their Political Committees

The town clerk shall retain all reports and statements required to be filed with him until the term of the office the candidate is seeking has ended, provided a final report has been filed. The reports filed by a candidate and/or his political committee including a committee's statement of organization or dissolution, Schedule E and credit card disclosure report and attached credit card statements, if any, must be kept for this period. [55:26; state retention schedule #2.26 (Form CPF M102), #2.35 (Form CPF M101)]

Report form CPF M102-0 may have been signed by several candidates and the terms of the offices sought may be different. The report should be kept until the longest term of office sought by any candidate who has signed the report has ended. [55:26]

2. All Other Political Committees

The reports and statements of all political committees not organized on behalf of a candidate, such as multi-candidate and ballot question committees, must be kept for 2 years. [55:26, state retention schedule #2.35 (Form CPF M101)] These reports and statements should be retained for 2 years from the date of the committee's dissolution.

3. Independent Expenditure Report

An independent expenditure report should be kept until the term of the office sought by the candidate named in item 5 on form CPF 18A has ended. If more than one candidate is named and the terms of the offices sought are different, keep the report until after the longest term has expired. [55:26]

4. Town Treasurer's Report

The report of a town treasurer should be kept for two years. [55:26]

5. Corporation Treasurer's Report

The copy of a corporation treasurer's report should be kept for two years. [55:26]

NOTE: All notices to candidates, political committees and others included under 1 through 5 above, written responses, complaints, copies of evidence, notices to the attorney general, etc. should be kept along with the related campaign finance reports and statements until the required retention period has expired or until the case has been concluded, whichever period is longer.

D. DISPOSAL OF CAMPAIGN FINANCE RECORDS

Since the two state retention schedule items #2.26 and #2.35 are not starred and other campaign finance records are not specifically included in the retention schedule, permission of the state supervisor of public records is required prior to disposal.

In some towns, only the campaign finance records for the current year are kept in active files since there is seldom, if ever, a request to examine such records more than one year old. At the end of each year, the records for that year are placed in a box and stored elsewhere. Note that these inactive records should be stored in a safe location.

For candidates and their committees, all the inactive campaign finance records for a given year may be disposed of after the town election held 5 years later since that is the longest term for an elective town office and the retention period for any ballot question committee reports filed that year would have already expired. For example, all campaign finance records filed in 1988 are eligible for disposal after the town election held in 1993. Note, however, that the candidate's committee must have dissolved before its records are eligible for disposal.

NOTE: If a person filed a report on January 10, 1988 because he had campaign finance activity during the previous year, but did not run for an office having a 5 year term until 1989, his and his committee's report and related records should not be disposed of until 1994. Such a situation is not likely to occur, but should be kept in mind.

For multi-candidate or ballot question committees, all the inactive campaign finance records may be disposed of two years after the committee has dissolved.

In some towns, campaign finance records for several years are kept in active files in the office. When the file drawer is full or file space allocated to these records has been used, the records eligible for disposal are removed and permission for disposal is requested. For example, campaign finance reports filed in 1988 related to candidates who ran for an office having a one year term, may be disposed of after the town election in 1989. The reports filed in 1988 related to candidates who ran for an office having a two year term, may be disposed of after the town election in 1990.

Sorting out reports and statements for disposal is relatively easy if the year of disposal is entered at the time they were filed. (see VIII. G. 3. c. enter disposal date on page 347)

NOTE: In some towns, if a person runs for office each year because he is repeatedly defeated, his campaign finance report file is kept active even though the retention period for some reports contained in it has expired.

XIV. PENALTIES

A. ON TOWN CLERKS [56:22]

The sections of Chapter 55 related to the duties of the town clerk with respect to providing blank campaign finance forms [55:27], receiving [55:24], retaining [55:27], inspecting [55:28] campaign finance statements and reports filed with him and notifying candidates, political committees and the attorney general [55:28,29], do not specify penalties for failing to perform those duties or for performing them contrary to law.

However, the penalties provided by 56:22 apply to town clerks with respect to their duties under Chapter 55.

Any public officer upon whom a duty is imposed by law who refuses or willfully fails to perform such duty or who willfully performs it contrary to law shall be punished by a fine of not less than $5.00 nor more than $1,000 or imprisonment for not more than one year, or both. [56:22]

B. ON CANDIDATES

Several sections of Chapter 55 provide for penalties on candidates.

The penalty is a fine of not more than $1,000 or imprisonment for not more than one year, or both for the following violations:

- for failure to keep detailed accounts of campaign finance activity, to keep them separate and distinct from all other accounts, to include contributions from his own personal funds, or to keep accounts and receipts for at least 6 years. [55:2]

- for giving his consent to more than one political committee organized on his behalf. [55:5]

- for receiving a contribution from an individual over $1,000.00 in a calendar year, or if the individual is a minor, over $25.00 in a calendar year. [55:7]

- for accepting a cash contribution or making a cash expenditure over $50.00. [55:9]

- for knowingly receiving an anonymous contribution, one given under a false name or address, one having its true origin disguised or one from a trust without obtaining the names and addresses of its principal officers. [55:10]

- for soliciting or demanding a campaign contribution from another candidate or from a person holding elective public office, or for making a campaign contribution after being solicited [55:11]

- for soliciting or receiving campaign contributions in a public building. [55:14]

- for failure to file accurate and complete campaign finance reports when due. [55:18]

The penalty on a candidate, who is convicted of a violation of any law related to corrupt practices, is removal of his name from the roll of registered voters for a period of 3 years. [55:32] Corrupt practices appearing in 55:32 specifically related to candidates are as follows:

- making or permitting any person or non-elected political committee authorized by him to make a false return in any statement filed under 55:18,19 and 24 by him or on his behalf;

- making a false return in any statement filed under 55:18 and 24 by a candidate for nomination or election;

- fraudulently and wilfully obstructing and delaying a voter, interfering with, hindering or preventing an election officer from performing his duties, forging an endorsement upon, altering, destroying or defacing a ballot, tampering with or injuring or attempting to injure any voting machine or ballot box to be used or being used in a primary or election, or preventing or attempting to prevent the correct operation of such machine or box.

The penalty on a candidate who, to aid or promote his nomination or election to public office, directly or indirectly promises to appoint or to secure or assist in securing the appointment, nomination or election of another person to a public position or employment or to a position of honor, trust or emolument, is a fine of not more than $1,000.00 or imprisonment for not more than one year. [56:34]

The penalty on a candidate who corruptly uses or promises to use, directly or indirectly, any official authority or influence to confer upon any person, or to aid a person to obtain, an office or public employment, or a nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote, political influence or action of any person shall be given or used in behalf of a candidate, officer or party is a fine of not less than $100.00 nor more than $1,000.00. [56:35]

C. ON POLITICAL COMMITTEES

Unless otherwise indicated, the following penalties apply to political committees and/or any person acting on behalf of or under the authority of a political committee.

The penalty is a fine of not more than $1,000 or imprisonment for not more than one year, or both for the following violations:

- for failing to file a statement of organization or to report a change in the information on such a statement. [55:5]
- for receiving or disbursing money or anything of value or incurring expenses while the committee has no treasurer. [55:5]
- on the committee treasurer, for failing to keep detailed accounts separate from all other accounts and to preserve accounts, vouchers and receipts for 6 years. [55:5]
- for making prohibited expenditures, exceeding the limit on contributions to other political committees, or improperly investing its funds. [55:6]
- for accepting a cash contribution or making a cash expenditure over $50.00. [55:9]
- for knowingly receiving an anonymous contribution, one given under a false name or address, one having its true origin disguised or one from a trust without obtaining the names and addresses of its principal officers. [55:10]
- for soliciting or demanding a campaign contribution from a candidate or from a person holding elective public office. [55:11]
- for soliciting or receiving a campaign contribution in a public building. [55:14]
- on the committee treasurer, for failing to file accurate and complete campaign finance reports when due. [55:18]
- on a person acting on behalf of or under the authority of a political committee, for failure to give the committee treasurer a report of a contribution received, liability incurred or expenditure made within 3 days after the event. [55:23]

The penalty is a fine of not more than $100.00 for the following violation:

- for demanding or soliciting from any candidate for nomination to elective office or from any one acting in his behalf, the payment of money or a promise of payment of money as a prerequisite to his obtaining from the committee or its agent the nomination papers required by 53:95-101 (political party caucus using official ballots). [55:12]

D. ON CORPORATIONS

The penalty on a corporation is a fine of not more than $50,000.00 and the penalty on any of its officers, directors or agents acting in its behalf is a fine of not more than $10,000.00, or imprisonment for not more than one year, or both for the following violations:

- for directly or indirectly, giving, paying, expending or contributing or promising to do so, any money or other valuable thing for the purpose of aiding, promoting or preventing the nomination or election of any person to public office, or aiding or promoting or antagonizing the interest of any political party. [55:8]

- for failure to file a report of contributions or expenditures of money or any valuable thing received or made in order to influence or affect the vote on any question submitted to the voters. [55:22]

The penalty on a corporation which violates the provisions of 56:38 or 56:39 relative to payments to newspapers and periodicals, and to political advertising, is a fine of not more than $10,000.00 and the penalty on any officer, director or agent of a corporation violating any such provision, who authorized the violation or aids or abets the violation, is a fine of not more than $1,000.00, or imprisonment for not more than one year. [56:39]

E. ON PUBLIC EMPLOYEES/PERSONS IN THE PUBLIC SERVICE

1. Public Employees

The penalty for the violations of Chapter 55 listed below on persons employed for compensation by the commonwealth, a county, city or town, is a fine of not more than $1,000.00 or imprisonment for not more than one year. In addition, an appointed officer or employee convicted of violations may be removed by the appointing authority without a hearing.

- for directly or indirectly soliciting or receiving any gift, payment, contribution, assessment, subscription or promise of money or other thing of value for the political campaign purposes of any candidate for public office or of any political committee, or for any political purpose whatever. [55:13] NOTE: Elected officers are exempt from this penalty.

- for demanding, soliciting or receiving any payment or gift of money or other thing of value for the purposes set forth in 55:13 in a public building. [55:14]

The penalty on an officer or employee of the commonwealth or of any county, city or town for discharging, promoting, degrading an officer or employee, or changing his official rank or compensation, or promising or threatening to do so, for giving, withholding or neglecting to make a contribution of money or other valuable thing for a political purpose is a fine of not less than $100.00 nor more than $1,000.00. [55:17]

The penalty on an officer of a governmental unit for violating or authorizing a violation of any provision of 55:22A relative to expenditures of municipal funds for campaign purposes and requiring town treasurer's reports, is a fine of not more than $10,000.00 or imprisonment for not more than one year, or both. [55:22A]

2. Persons in Public Service

The penalty on a person in public service is a fine of not less than $100.00 nor more than $1,000.00 for the following:

- directly or indirectly, giving or delivering to an officer, clerk or person in the public service, or to any councillor, member of the general court, alderman, councilman or commissioner, any money or other valuable thing on account of, or to be applied to the promotion of any political object whatever. [55:15]

  NOTE: 55:15 specifies that a person holding elective public office is not prevented from contributing to a candidate or to an elected or non-elected political committee.

- using his official authority or influence to coerce the political action of any person or body, or to interfere with any election. [56:36]

F. ON OTHERS

- for making a campaign contribution in excess of the maximum permitted amount: a fine of $500.00 or imprisonment for not more than 6 months. [55:7]

- for accepting a cash contribution or making a cash expenditure in excess of $50.00: a fine of not more than $1,000.00 or imprisonment for not more than one year, or both. [55:9]

- for making a contribution in a false name, disguising a contribution or making an anonymous contribution: a fine of not more than $1,000.00 or imprisonment for not more than one year. [55:10]

- for soliciting a contribution from a candidate or person occupying elective public office: a fine of not more than $1,000.00 or imprisonment for not more than one year. [55:11]

- for soliciting or receiving a contribution in a public building: a fine of not more than $1,000.00 or imprisonment for not more than one year. [55:14]

- for removing or otherwise prejudicing a person in the public service because he refused to contribute to a political fund or to render political service: a fine of not less than $100.00 nor more than $1,000.00. [55:16]

- for prejudicing a person doing business with the commonwealth because he refused to contribute to a political fund or to render political service: a fine of not less that $100.00 nor more than $1,000.00. [55:16A]

- for violating, authorizing a violation or aiding and abetting a violation of 55:22A requiring a town treasurer to file campaign finance reports if public monies have been expended for political purposes: a fine of not more than $10,000.00 or imprisonment for not more than one year, or both. [55:22A]

- on an organization consisting of two or more persons, other than a political committee duly elected in accordance with law, for using the name of a political party in its organization name in a political campaign circular, advertisement or publication designed to promote the success or defeat of a candidate, political party or principle without the written consent of the duly elected state committee representing the political party: a fine of not more than $1,000.00 or imprisonment for not more than 6 months, or both. [56:40]

SAMPLE RECORD CARDS

CONTRIBUTIONS

NAME				ADDRESS		
DATE	CASH	CHECK	AMOUNT	IN KIND ITEM	VALUE	G/FR

……………………………

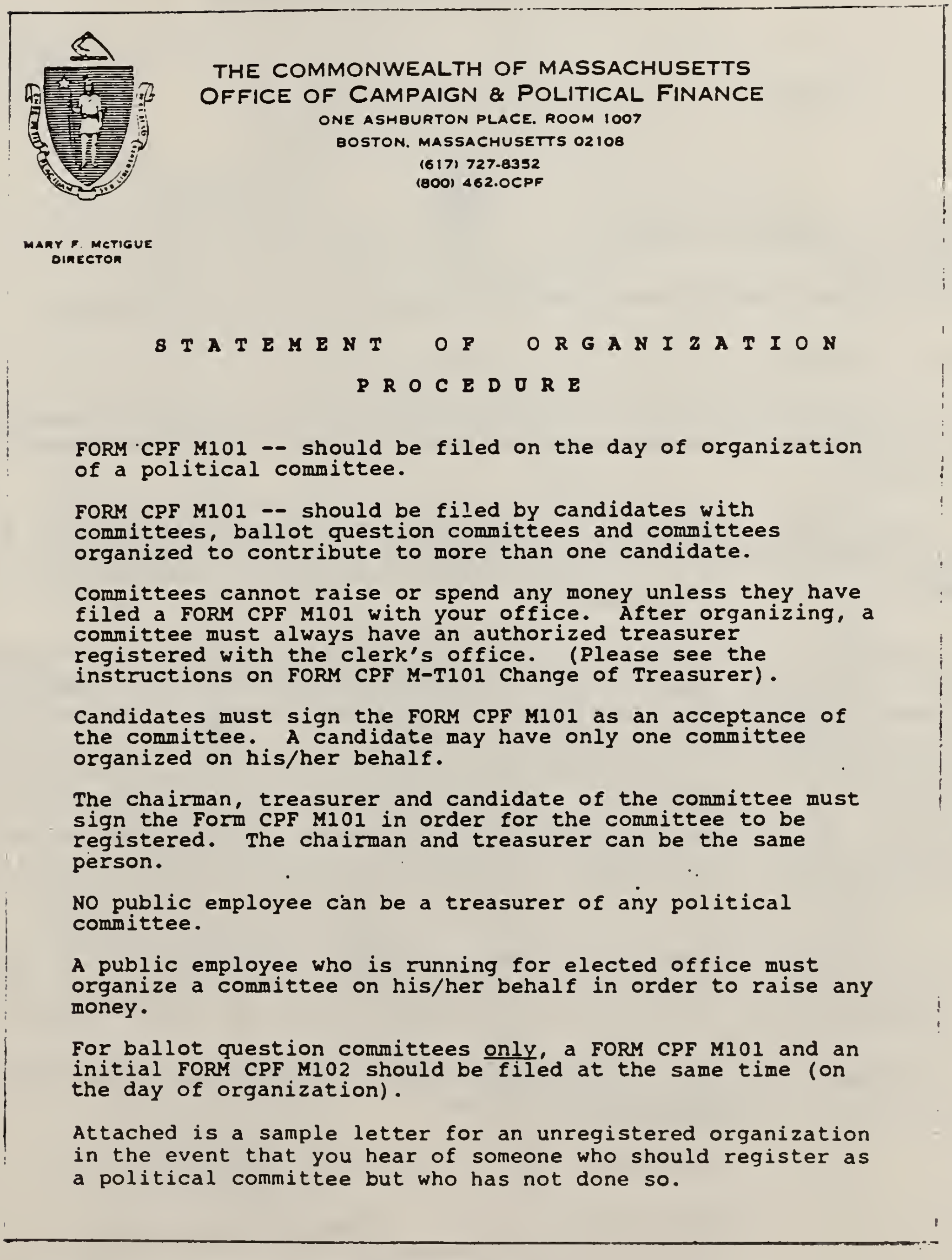
EXPENDITURES

NAME				ADDRESS	
DATE ORDERED	DATE PAID	CHECK #	CREDIT CARD	PURPOSE	G/FR

SAMPLE

STATEMENT OF ORGANIZATION

PROCEDURE



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF CAMPAIGN & POLITICAL FINANCE
ONE ASHBURTON PLACE. ROOM 1007
BOSTON. MASSACHUSETTS 02108
(617) 727-8352
(800) 462-OCPF

MARY F. McTIGUE
DIRECTOR

STATEMENT OF ORGANIZATION

PROCEDURE

FORM CPF M101 -- should be filed on the day of organization of a political committee.

FORM CPF M101 -- should be filed by candidates with committees, ballot question committees and committees organized to contribute to more than one candidate.

Committees cannot raise or spend any money unless they have filed a FORM CPF M101 with your office. After organizing, a committee must always have an authorized treasurer registered with the clerk's office. (Please see the instructions on FORM CPF M-T101 Change of Treasurer).

Candidates must sign the FORM CPF M101 as an acceptance of the committee. A candidate may have only one committee organized on his/her behalf.

The chairman, treasurer and candidate of the committee must sign the Form CPF M101 in order for the committee to be registered. The chairman and treasurer can be the same person.

NO public employee can be a treasurer of any political committee.

A public employee who is running for elected office must organize a committee on his/her behalf in order to raise any money.

For ballot question committees only, a FORM CPF M101 and an initial FORM CPF M102 should be filed at the same time (on the day of organization).

Attached is a sample letter for an unregistered organization in the event that you hear of someone who should register as a political committee but who has not done so.

[Prepared and provided by the Office of Campaign and Political Finance]

SAMPLE NOTICE TO UNREGISTERED ORGANIZATION

(Town Clerk's Letterhead)

[date]

[name]
[name of organization]
[address]
[city/town, Massachusetts zip]

Dear [name]:

It has come to my attention that the [name of organization] may have made certain expenditures which are considered political in nature.

As [clerk/election commissioner], I am responsible for overseeing campaign finance activity in the [city/town] of [name].

Section 1 of M.G.L., c. 55 defines a political committee as "any committee, association, organization or other group of persons, including a national, regional, state, county, or municipal committee, which receives contributions or makes expenditures for the purpose of influencing the nomination or election of a candidate, or candidates...or the purpose of opposing or promoting a charter change, referendum question, constitutional amendment, or other question submitted to the voters."

Political committees must be registered with this office in order to make political contributions. Enclosed is a Statement of Organization Form CPF M101 which must be filed with my office.

Please call me immediately upon receipt of this letter so that we may discuss this matter.

Very truly yours,

[Clerk/Election Commissioner]
[city/town]

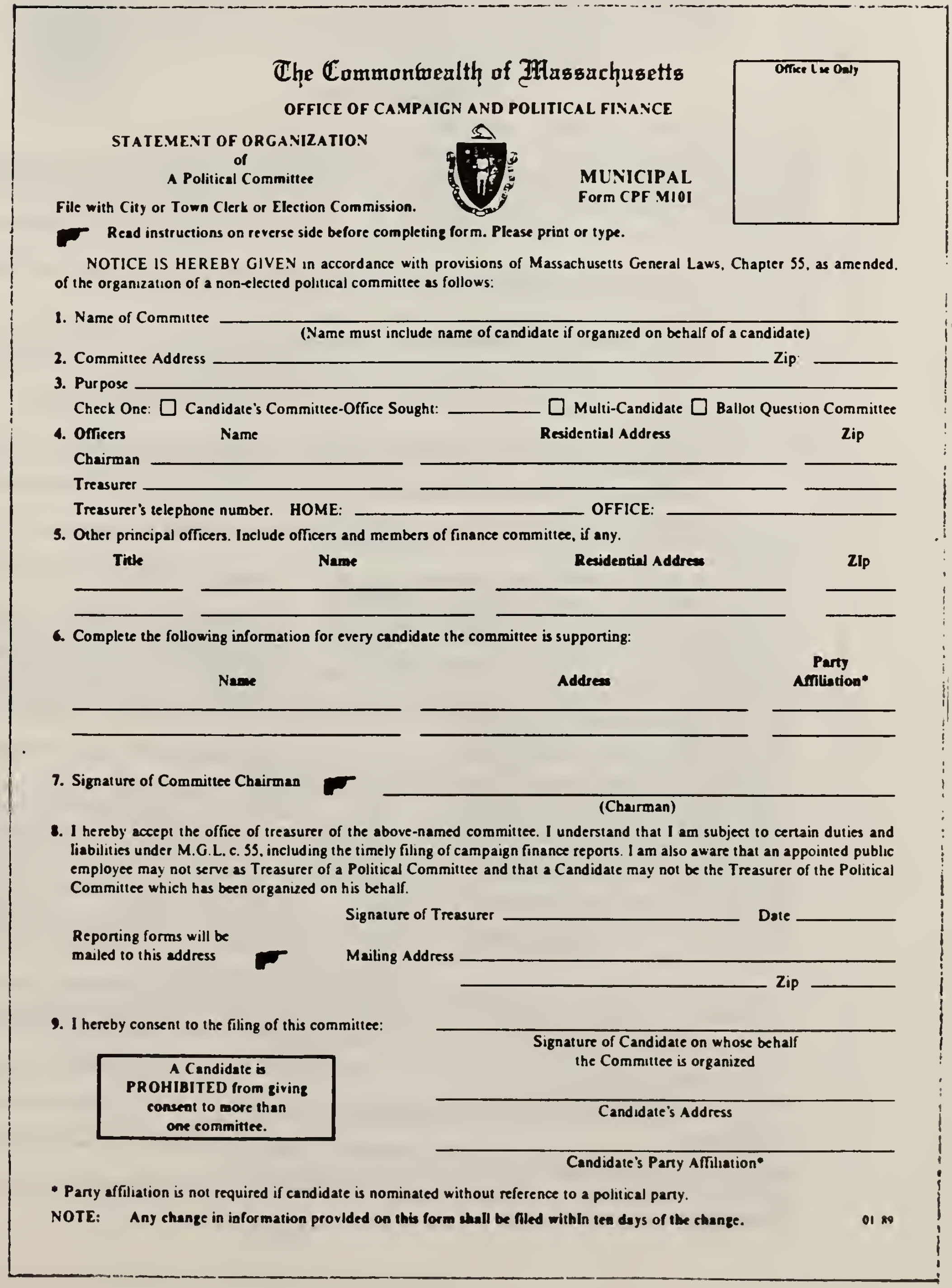
[Prepared by the Office of Campaign and Political Finance]

SAMPLE

STATEMENT OF ORGANIZATION

FORM CPF M101 - GREEN - $8\frac{1}{2}$" X 11"

(FRONT)



The Commonwealth of Massachusetts

OFFICE OF CAMPAIGN AND POLITICAL FINANCE

Office Use Only

STATEMENT OF ORGANIZATION
of
A Political Committee

MUNICIPAL
Form CPF M101

File with City or Town Clerk or Election Commission.

Read instructions on reverse side before completing form. Please print or type.

NOTICE IS HEREBY GIVEN in accordance with provisions of Massachusetts General Laws, Chapter 55, as amended, of the organization of a non-elected political committee as follows:

1. Name of Committee ____________________
(Name must include name of candidate if organized on behalf of a candidate)

2. Committee Address ____________________ Zip ________

3. Purpose ____________________

Check One: ☐ Candidate's Committee-Office Sought: ________ ☐ Multi-Candidate ☐ Ballot Question Committee

4. Officers

Officers	Name	Residential Address	Zip
Chairman			
Treasurer			

Treasurer's telephone number. HOME: ____________ OFFICE: ____________

5. Other principal officers. Include officers and members of finance committee, if any.

Title	Name	Residential Address	Zip

6. Complete the following information for every candidate the committee is supporting:

Name	Address	Party Affiliation*

7. Signature of Committee Chairman ____________________
(Chairman)

8. I hereby accept the office of treasurer of the above-named committee. I understand that I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports. I am also aware that an appointed public employee may not serve as Treasurer of a Political Committee and that a Candidate may not be the Treasurer of the Political Committee which has been organized on his behalf.

Signature of Treasurer ____________________ Date ________

Reporting forms will be mailed to this address

Mailing Address ____________________

____________________ Zip ________

9. I hereby consent to the filing of this committee: ____________________

Signature of Candidate on whose behalf the Committee is organized

A Candidate is **PROHIBITED** from giving consent to more than one committee.

____
Candidate's Address

____
Candidate's Party Affiliation*

* Party affiliation is not required if candidate is nominated without reference to a political party.

NOTE: **Any change in information provided on this form shall be filed within ten days of the change.**

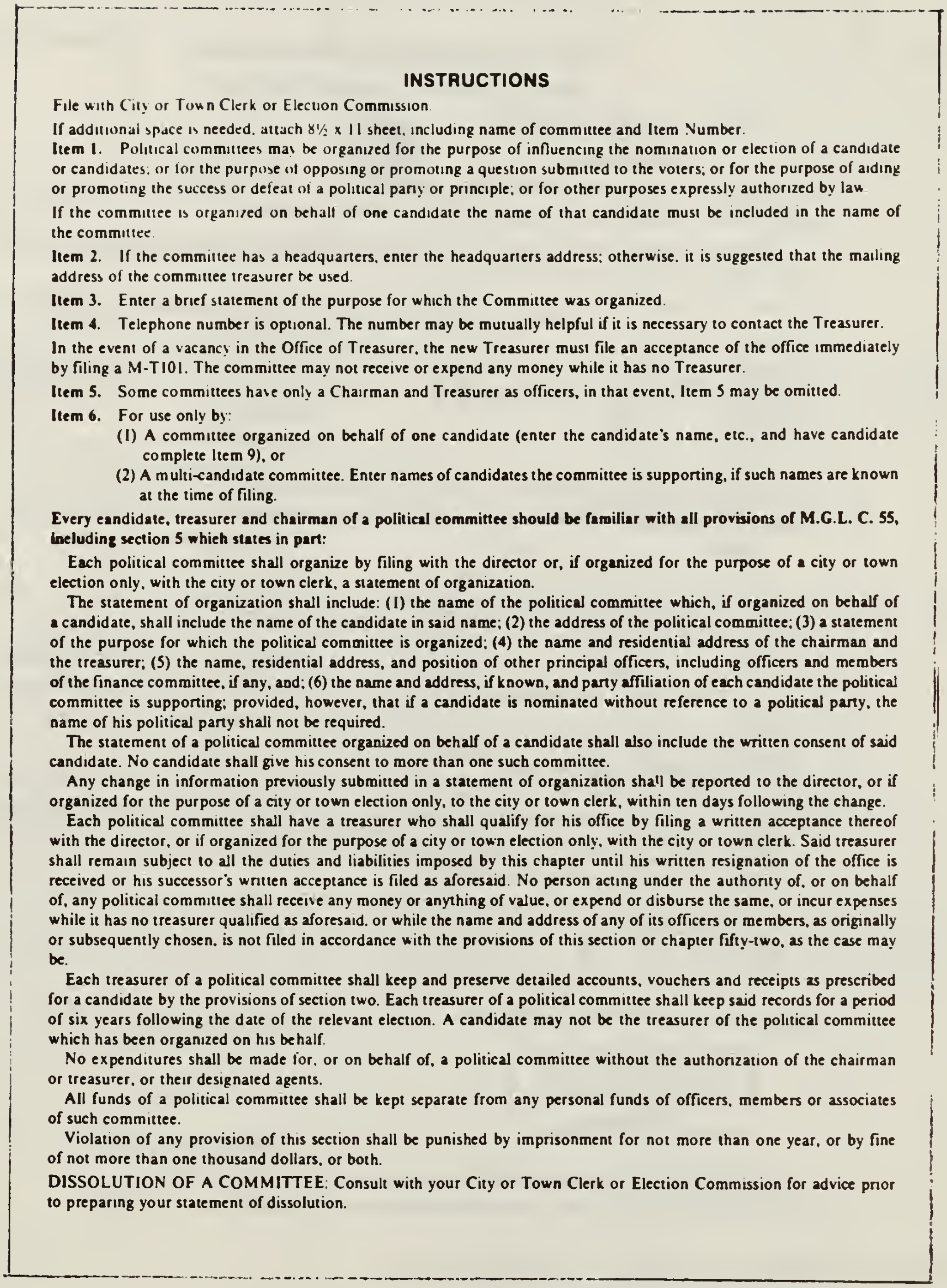
01 89

SAMPLE

STATEMENT OF ORGANIZATION

FORM CPF M101 - GREEN - 8½" X 11"

(BACK)



INSTRUCTIONS

File with City or Town Clerk or Election Commission.

If additional space is needed, attach 8½ x 11 sheet, including name of committee and Item Number.

Item 1. Political committees may be organized for the purpose of influencing the nomination or election of a candidate or candidates; or for the purpose of opposing or promoting a question submitted to the voters; or for the purpose of aiding or promoting the success or defeat of a political party or principle; or for other purposes expressly authorized by law.

If the committee is organized on behalf of one candidate the name of that candidate must be included in the name of the committee.

Item 2. If the committee has a headquarters, enter the headquarters address; otherwise, it is suggested that the mailing address of the committee treasurer be used.

Item 3. Enter a brief statement of the purpose for which the Committee was organized.

Item 4. Telephone number is optional. The number may be mutually helpful if it is necessary to contact the Treasurer.

In the event of a vacancy in the Office of Treasurer, the new Treasurer must file an acceptance of the office immediately by filing a M-T101. The committee may not receive or expend any money while it has no Treasurer.

Item 5. Some committees have only a Chairman and Treasurer as officers, in that event, Item 5 may be omitted.

Item 6. For use only by:

(1) A committee organized on behalf of one candidate (enter the candidate's name, etc., and have candidate complete Item 9), or

(2) A multi-candidate committee. Enter names of candidates the committee is supporting, if such names are known at the time of filing.

Every candidate, treasurer and chairman of a political committee should be familiar with all provisions of M.G.L. C. 55, including section 5 which states in part:

Each political committee shall organize by filing with the director or, if organized for the purpose of a city or town election only, with the city or town clerk, a statement of organization.

The statement of organization shall include: (1) the name of the political committee which, if organized on behalf of a candidate, shall include the name of the candidate in said name; (2) the address of the political committee; (3) a statement of the purpose for which the political committee is organized; (4) the name and residential address of the chairman and the treasurer; (5) the name, residential address, and position of other principal officers, including officers and members of the finance committee, if any, and; (6) the name and address, if known, and party affiliation of each candidate the political committee is supporting; provided, however, that if a candidate is nominated without reference to a political party, the name of his political party shall not be required.

The statement of a political committee organized on behalf of a candidate shall also include the written consent of said candidate. No candidate shall give his consent to more than one such committee.

Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change.

Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid, or while the name and address of any of its officers or members, as originally or subsequently chosen, is not filed in accordance with the provisions of this section or chapter fifty-two, as the case may be.

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election. A candidate may not be the treasurer of the political committee which has been organized on his behalf.

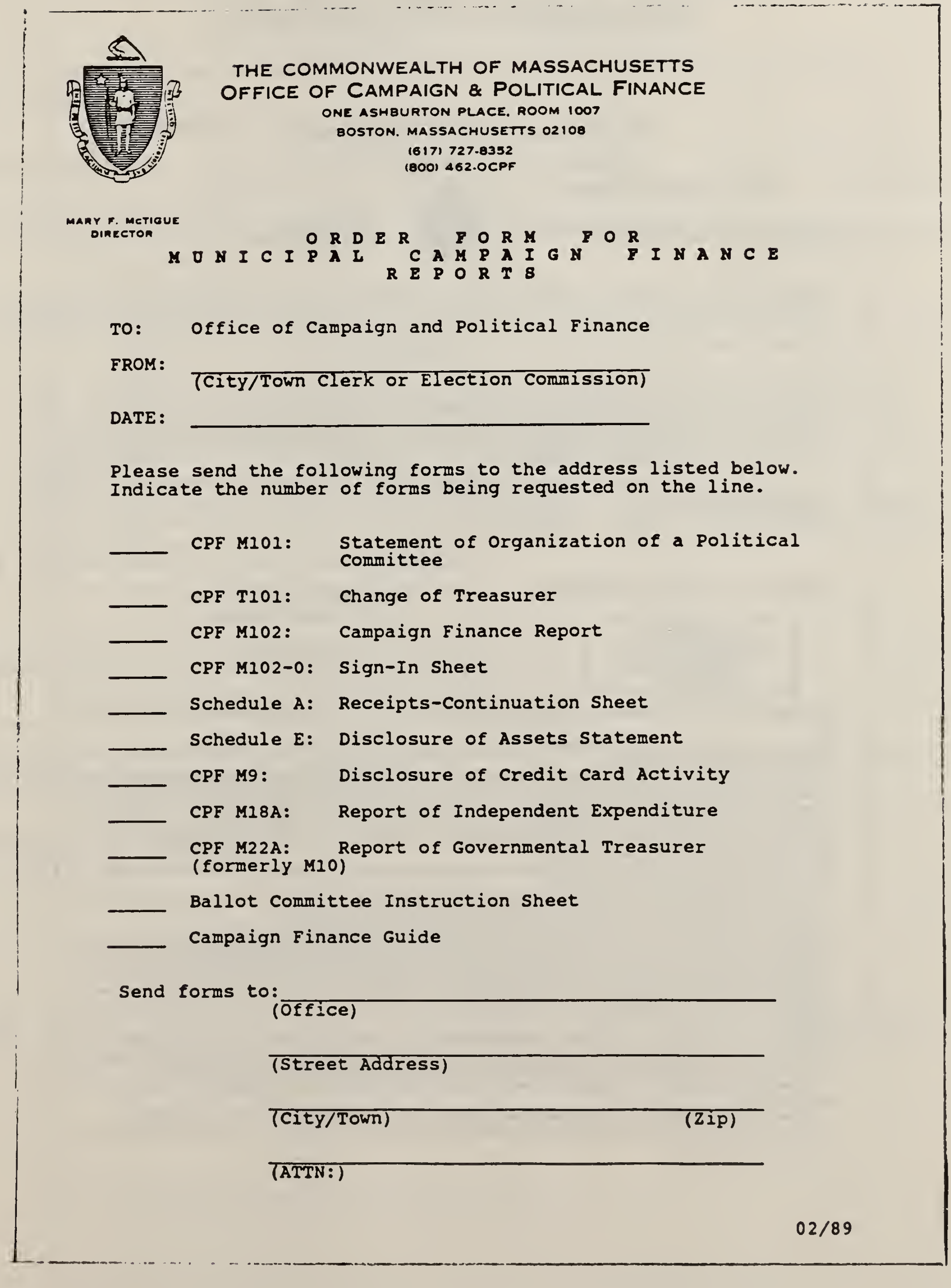
No expenditures shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents.

All funds of a political committee shall be kept separate from any personal funds of officers, members or associates of such committee.

Violation of any provision of this section shall be punished by imprisonment for not more than one year, or by fine of not more than one thousand dollars, or both.

DISSOLUTION OF A COMMITTEE: Consult with your City or Town Clerk or Election Commission for advice prior to preparing your statement of dissolution.

SAMPLE ORDER FORM



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF CAMPAIGN & POLITICAL FINANCE
ONE ASHBURTON PLACE, ROOM 1007
BOSTON, MASSACHUSETTS 02108
(617) 727-8352
(800) 462-OCPF

MARY F. McTIGUE
DIRECTOR

ORDER FORM FOR MUNICIPAL CAMPAIGN FINANCE REPORTS

TO: Office of Campaign and Political Finance

FROM: ______________________________
(City/Town Clerk or Election Commission)

DATE: ______________________________

Please send the following forms to the address listed below. Indicate the number of forms being requested on the line.

_____	CPF M101:	Statement of Organization of a Political Committee
_____	CPF T101:	Change of Treasurer
_____	CPF M102:	Campaign Finance Report
_____	CPF M102-0:	Sign-In Sheet
_____	Schedule A:	Receipts-Continuation Sheet
_____	Schedule E:	Disclosure of Assets Statement
_____	CPF M9:	Disclosure of Credit Card Activity
_____	CPF M18A:	Report of Independent Expenditure
_____	CPF M22A: (formerly M10)	Report of Governmental Treasurer
_____	Ballot Committee Instruction Sheet	
_____	Campaign Finance Guide	

Send forms to: ______________________________
(Office)

____
(Street Address)

____
(City/Town) (Zip)

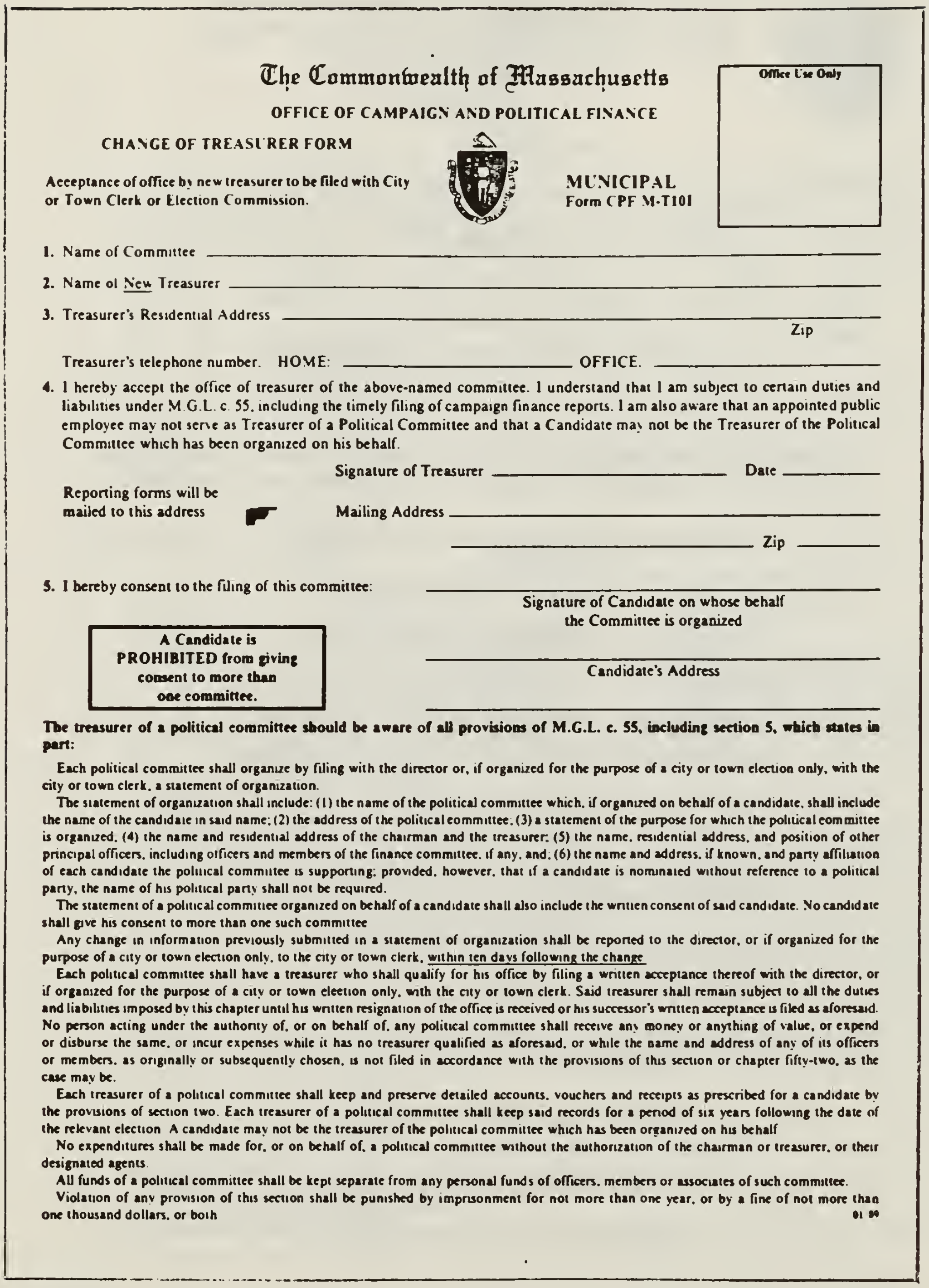
____
(ATTN:)

02/89

SAMPLE

CHANGE OF TREASURER

FORM CPF M-T101 - GREEN - 8½" X 11"



The Commonwealth of Massachusetts

OFFICE OF CAMPAIGN AND POLITICAL FINANCE

Office Use Only

CHANGE OF TREASURER FORM

Acceptance of office by new treasurer to be filed with City or Town Clerk or Election Commission.

MUNICIPAL
Form CPF M-T101

1. Name of Committee

2. Name of New Treasurer

3. Treasurer's Residential Address

Zip

Treasurer's telephone number. HOME: OFFICE.

4. I hereby accept the office of treasurer of the above-named committee. I understand that I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports. I am also aware that an appointed public employee may not serve as Treasurer of a Political Committee and that a Candidate may not be the Treasurer of the Political Committee which has been organized on his behalf.

Signature of Treasurer Date

Reporting forms will be mailed to this address ☛ Mailing Address

Zip

5. I hereby consent to the filing of this committee:

Signature of Candidate on whose behalf the Committee is organized

A Candidate is PROHIBITED from giving consent to more than one committee.

Candidate's Address

The treasurer of a political committee should be aware of all provisions of M.G.L. c. 55, including section 5, which states in part:

Each political committee shall organize by filing with the director or, if organized for the purpose of a city or town election only, with the city or town clerk, a statement of organization.

The statement of organization shall include: (1) the name of the political committee which, if organized on behalf of a candidate, shall include the name of the candidate in said name; (2) the address of the political committee; (3) a statement of the purpose for which the political committee is organized, (4) the name and residential address of the chairman and the treasurer; (5) the name, residential address, and position of other principal officers, including officers and members of the finance committee, if any, and; (6) the name and address, if known, and party affiliation of each candidate the political committee is supporting; provided, however, that if a candidate is nominated without reference to a political party, the name of his political party shall not be required.

The statement of a political committee organized on behalf of a candidate shall also include the written consent of said candidate. No candidate shall give his consent to more than one such committee

Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change

Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid, or while the name and address of any of its officers or members, as originally or subsequently chosen, is not filed in accordance with the provisions of this section or chapter fifty-two, as the case may be.

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election A candidate may not be the treasurer of the political committee which has been organized on his behalf

No expenditures shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents.

All funds of a political committee shall be kept separate from any personal funds of officers, members or associates of such committee.

Violation of any provision of this section shall be punished by imprisonment for not more than one year, or by a fine of not more than one thousand dollars, or both

01 89

SAMPLE STATEMENT OF DISSOLUTION

TO: Town Clerk

COMMITTEE NAME____

COMMITTEE ADDRESS____

Notice is hereby given that the above named political committee dissolved on __________________.
(date)

☐ The residual funds as shown on the Campaign Finance Report filed herewith [on date] in the amount of $______________ have been/will be donated to the Commonwealth of Massachusetts, Local Aid Fund on ______________ in accordance with Chapter 55, section 18 of the General Laws.

☐ There were no residual funds.

Signed under the penalties of perjury

_____________________________________ Date_____________________
Committee Treasurer's signature

_____________________________________ Date_____________________
Candidate's signature

NOTE: For a ballot question committee, omit line for candidate's signature.

SAMPLE LETTER - POLITICAL COMMITTEE DISSOLUTION

(Town Clerk's Letterhead)

Date

Candidate's Name
Address

Dear [name]:

This office is in the process of reviewing the status of all campaign finance accounts. We have received the Form CPF M102 for the period ending December 31, 1988 filed by the treasurer of your political committee.

The last filed Form CPF M102 and Schedule E indicates that your committee has no outstanding liabilities or assets. In addition, it is our understanding that you do not currently hold elective office. Therefore, we have determined that you and/or your political committee are no longer required to file campaign finance reports with this office as of January 10, 1989.

Please note that section 2 of M.G.L. c. 55 states that "the candidate shall preserve all receipted bills and accounts relative to all contributions received, expenditures made and any other campaign finance activity, which shall include the full name and residential address of all persons who have made a contribution to said candidate regardless of the amount of said contribution. The candidate shall preserve said receipted bills and accounts for six years from the date of the relevant election." (emphasis added)

If you wish your committee to maintain an active status with this office or if our understanding of your own or your committee's status is erroneous, please contact us immediately. Also please be advised that if you should raise or spend any monies for a political purpose in the future, you may again have reporting requirements with this office and should notify us immediately.

If you have any questions, please do not hesitate to contact this office at [tel. no.].

Very truly yours,

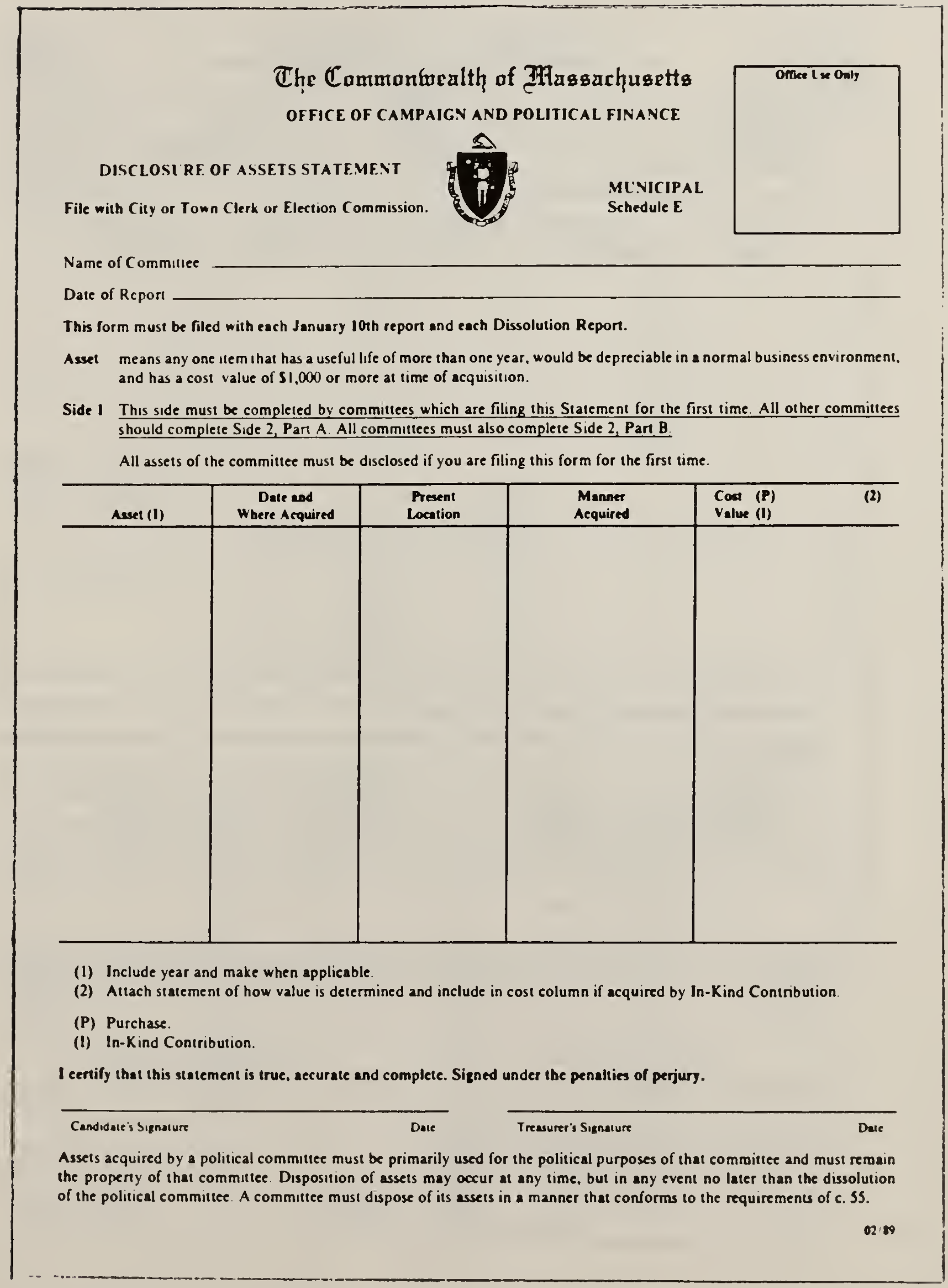
Town Clerk

CC: Name, Treasurer
Political Committee Name

SAMPLE

SCHEDULE E - GREEN - $8\frac{1}{2}$" X 11"

(FRONT)



The Commonwealth of Massachusetts

OFFICE OF CAMPAIGN AND POLITICAL FINANCE

Office Use Only

DISCLOSURE OF ASSETS STATEMENT

File with City or Town Clerk or Election Commission.

MUNICIPAL
Schedule E

Name of Committee ______________________________

Date of Report ______________________________

This form must be filed with each January 10th report and each Dissolution Report.

Asset means any one item that has a useful life of more than one year, would be depreciable in a normal business environment, and has a cost value of $1,000 or more at time of acquisition.

Side 1 This side must be completed by committees which are filing this Statement for the first time. All other committees should complete Side 2, Part A. All committees must also complete Side 2, Part B.

All assets of the committee must be disclosed if you are filing this form for the first time.

Asset (1)	Date and Where Acquired	Present Location	Manner Acquired	Cost (P) (2) Value (I)

(1) Include year and make when applicable.
(2) Attach statement of how value is determined and include in cost column if acquired by In-Kind Contribution.

(P) Purchase.
(I) In-Kind Contribution.

I certify that this statement is true, accurate and complete. Signed under the penalties of perjury.

Candidate's Signature ______ Date ______ Treasurer's Signature ______ Date ______

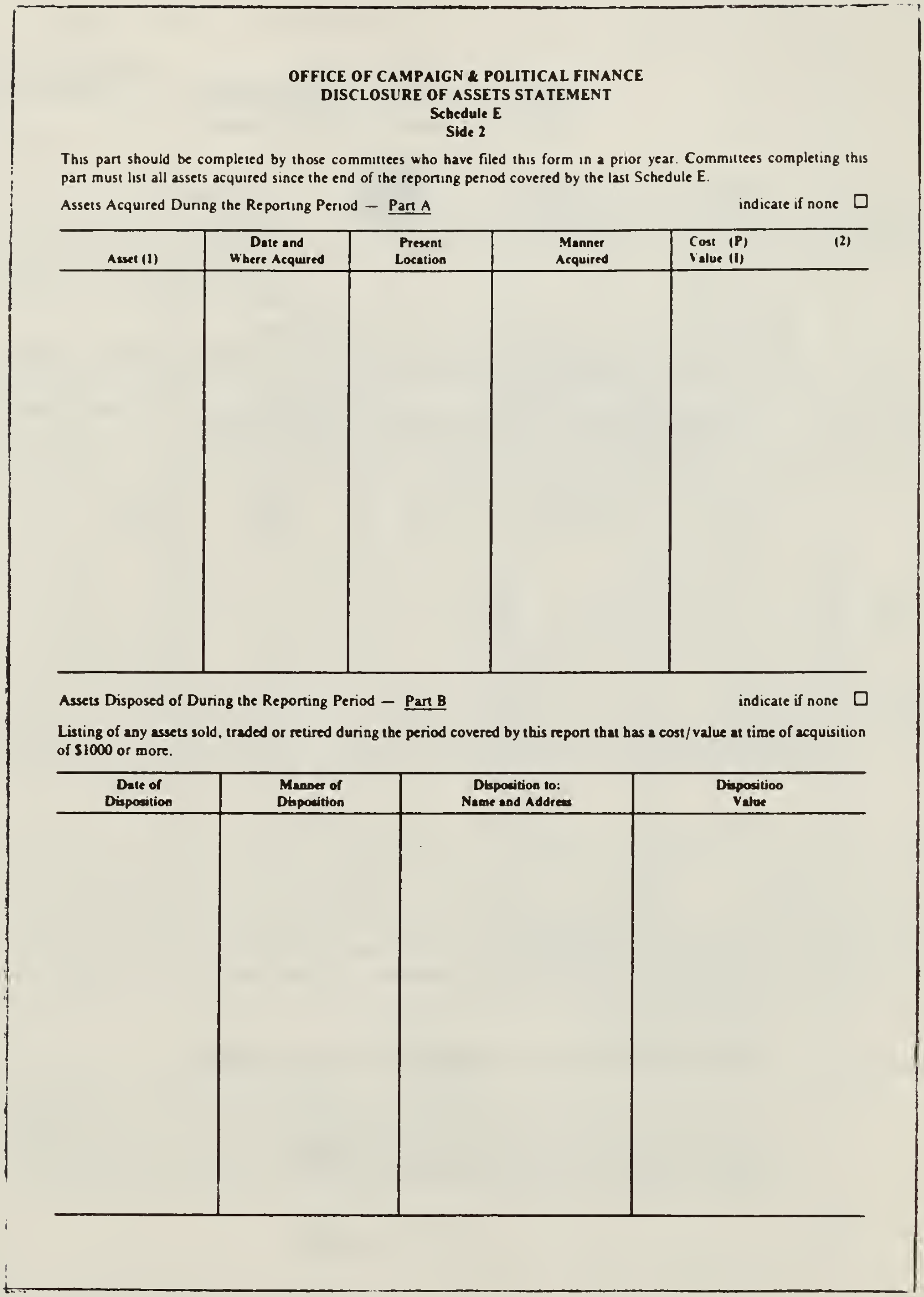
Assets acquired by a political committee must be primarily used for the political purposes of that committee and must remain the property of that committee. Disposition of assets may occur at any time, but in any event no later than the dissolution of the political committee. A committee must dispose of its assets in a manner that conforms to the requirements of c. 55.

02/89

SAMPLE

SCHEDULE E - GREEN - 8½" X 11"

(BACK)



OFFICE OF CAMPAIGN & POLITICAL FINANCE
DISCLOSURE OF ASSETS STATEMENT
Schedule E
Side 2

This part should be completed by those committees who have filed this form in a prior year. Committees completing this part must list all assets acquired since the end of the reporting period covered by the last Schedule E.

Assets Acquired During the Reporting Period — Part A   indicate if none ☐

Asset (1)	Date and Where Acquired	Present Location	Manner Acquired	Cost (P) (2) Value (I)

Assets Disposed of During the Reporting Period — Part B   indicate if none ☐

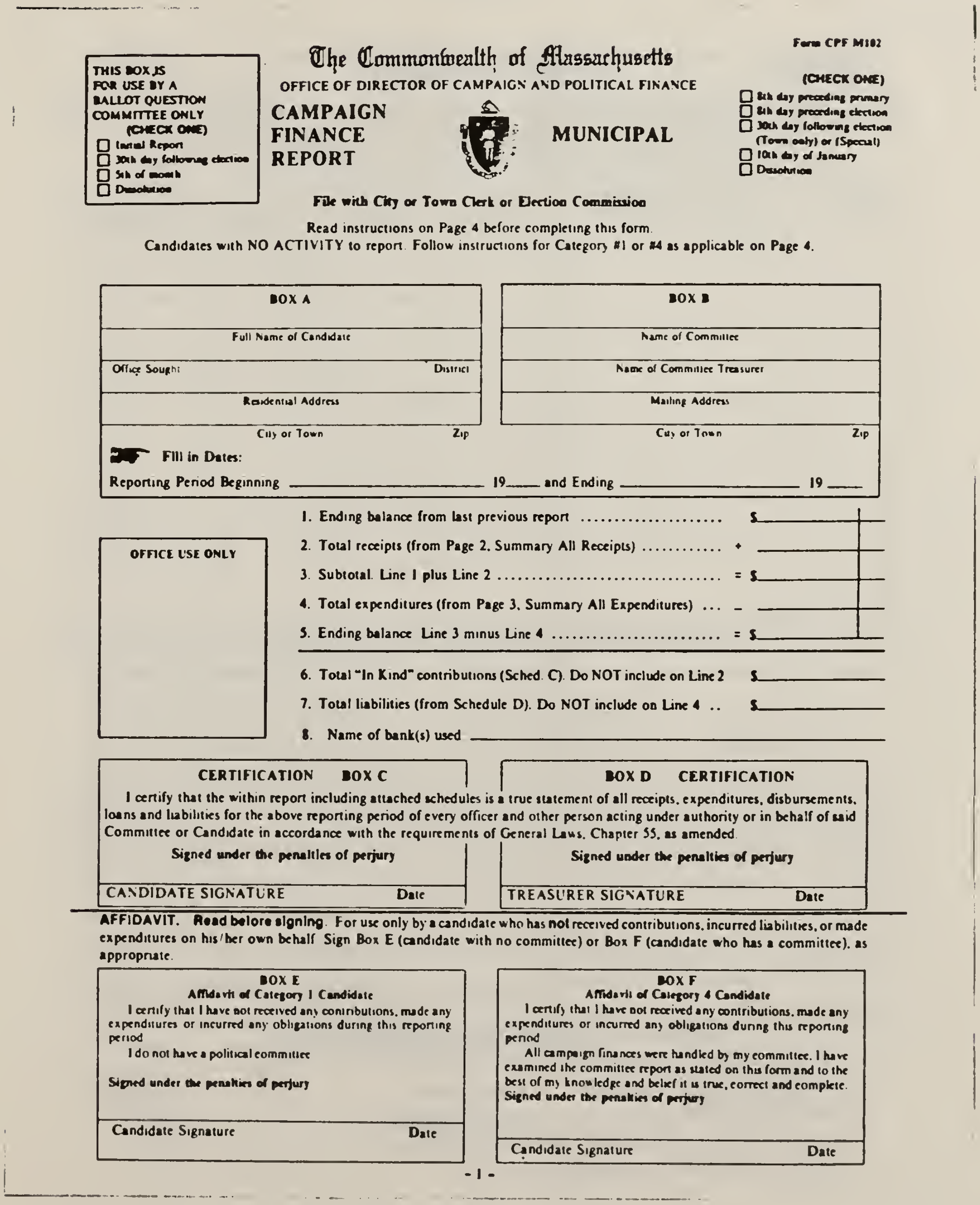
Listing of any assets sold, traded or retired during the period covered by this report that has a cost/value at time of acquisition of $1000 or more.

Date of Disposition	Manner of Disposition	Disposition to: Name and Address	Disposition Value

SAMPLE

FORM CPF M102 - GREEN - $8\frac{1}{2}$" X 11" (FOLDED SIZE)

PAGE 1



THIS BOX IS
FOR USE BY A
BALLOT QUESTION
COMMITTEE ONLY
(CHECK ONE)
☐ Initial Report
☐ 30th day following election
☐ 5th of month
☐ Dissolution

The Commonwealth of Massachusetts
OFFICE OF DIRECTOR OF CAMPAIGN AND POLITICAL FINANCE

CAMPAIGN FINANCE REPORT **MUNICIPAL**

Form CPF M102

(CHECK ONE)
☐ 8th day preceding primary
☐ 8th day preceding election
☐ 30th day following election (Town only) or (Special)
☐ 10th day of January
☐ Dissolution

File with City or Town Clerk or Election Commission

Read instructions on Page 4 before completing this form.
Candidates with NO ACTIVITY to report. Follow instructions for Category #1 or #4 as applicable on Page 4.

BOX A

Full Name of Candidate

Office Sought District

Residential Address

City or Town Zip

BOX B

Name of Committee

Name of Committee Treasurer

Mailing Address

City or Town Zip

Fill in Dates:

Reporting Period Beginning ______________ 19____ and Ending ______________ 19____

OFFICE USE ONLY

1. Ending balance from last previous report .... $______
2. Total receipts (from Page 2, Summary All Receipts) .... + ______
3. Subtotal. Line 1 plus Line 2 .... = $______
4. Total expenditures (from Page 3, Summary All Expenditures) ... – ______
5. Ending balance Line 3 minus Line 4 .... = $______
6. Total "In Kind" contributions (Sched. C). Do NOT include on Line 2 $______
7. Total liabilities (from Schedule D). Do NOT include on Line 4 .. $______
8. Name of bank(s) used ______________

CERTIFICATION BOX C **BOX D CERTIFICATION**

I certify that the within report including attached schedules is a true statement of all receipts, expenditures, disbursements, loans and liabilities for the above reporting period of every officer and other person acting under authority or in behalf of said Committee or Candidate in accordance with the requirements of General Laws, Chapter 55, as amended.

Signed under the penalties of perjury **Signed under the penalties of perjury**

CANDIDATE SIGNATURE Date

TREASURER SIGNATURE Date

AFFIDAVIT. Read before signing. For use only by a candidate who has **not** received contributions, incurred liabilities, or made expenditures on his/her own behalf. Sign Box E (candidate with no committee) or Box F (candidate who has a committee), as appropriate.

BOX E
Affidavit of Category 1 Candidate

I certify that I have not received any contributions, made any expenditures or incurred any obligations during this reporting period.

I do not have a political committee.

Signed under the penalties of perjury

Candidate Signature Date

BOX F
Affidavit of Category 4 Candidate

I certify that I have not received any contributions, made any expenditures or incurred any obligations during this reporting period.

All campaign finances were handled by my committee. I have examined the committee report as stated on this form and to the best of my knowledge and belief it is true, correct and complete.
Signed under the penalties of perjury

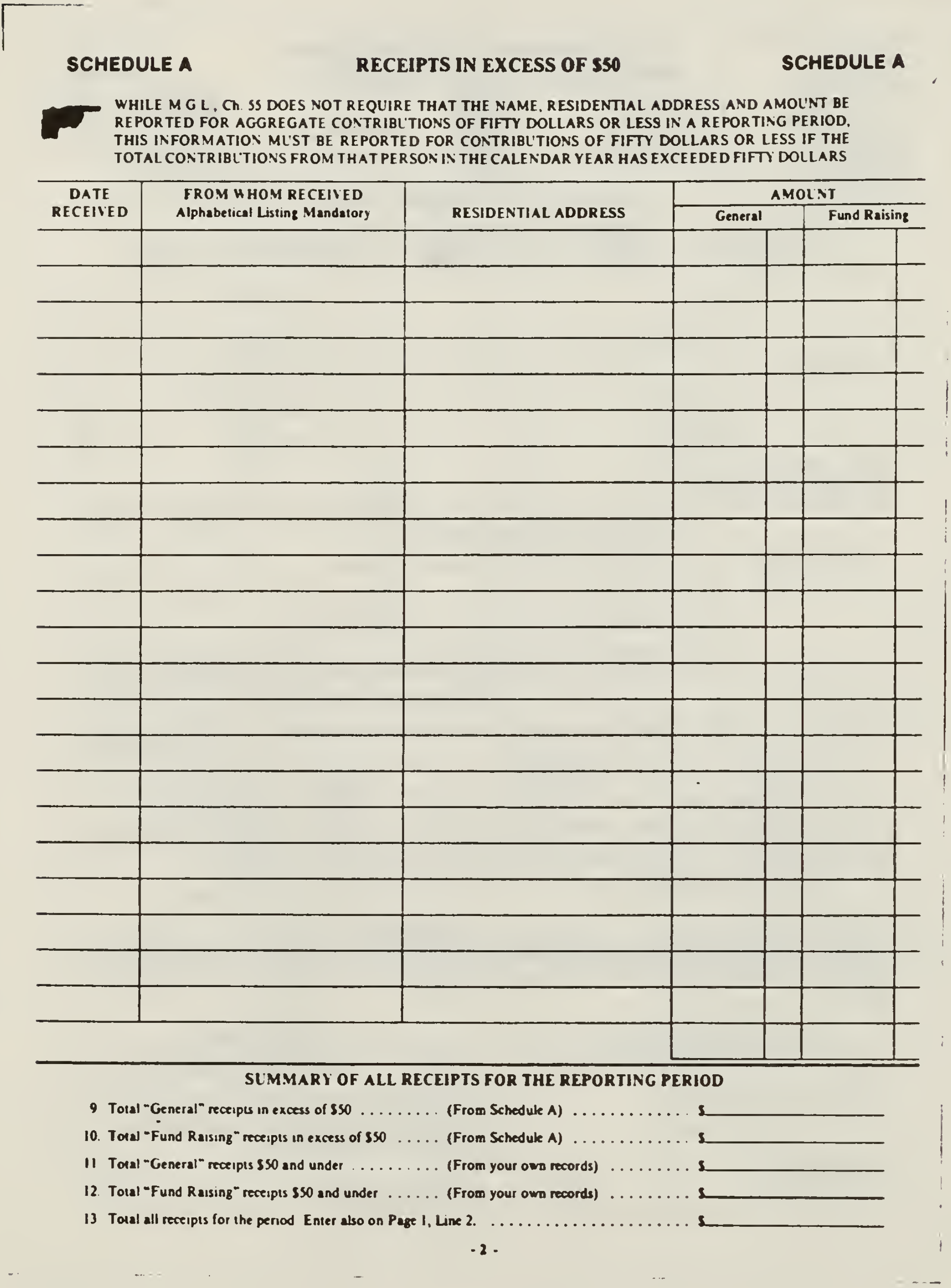
Candidate Signature Date

- 1 -

SAMPLE

FORM CPF M102 - GREEN - 8½" X 11" (FOLDED SIZE)

PAGE 2



SCHEDULE A **RECEIPTS IN EXCESS OF $50** **SCHEDULE A**

WHILE M G L , Ch. 55 DOES NOT REQUIRE THAT THE NAME, RESIDENTIAL ADDRESS AND AMOUNT BE REPORTED FOR AGGREGATE CONTRIBUTIONS OF FIFTY DOLLARS OR LESS IN A REPORTING PERIOD, THIS INFORMATION MUST BE REPORTED FOR CONTRIBUTIONS OF FIFTY DOLLARS OR LESS IF THE TOTAL CONTRIBUTIONS FROM THAT PERSON IN THE CALENDAR YEAR HAS EXCEEDED FIFTY DOLLARS

DATE RECEIVED	FROM WHOM RECEIVED Alphabetical Listing Mandatory	RESIDENTIAL ADDRESS	AMOUNT			
			General		Fund Raising	

SUMMARY OF ALL RECEIPTS FOR THE REPORTING PERIOD

9 Total "General" receipts in excess of $50 . . . . (From Schedule A) . . . . $________________

10. Total "Fund Raising" receipts in excess of $50 . . . . . (From Schedule A) . . . . $________________

11 Total "General" receipts $50 and under . . . . (From your own records) . . . . $________________

12. Total "Fund Raising" receipts $50 and under . . . . . . (From your own records) . . . . $________________

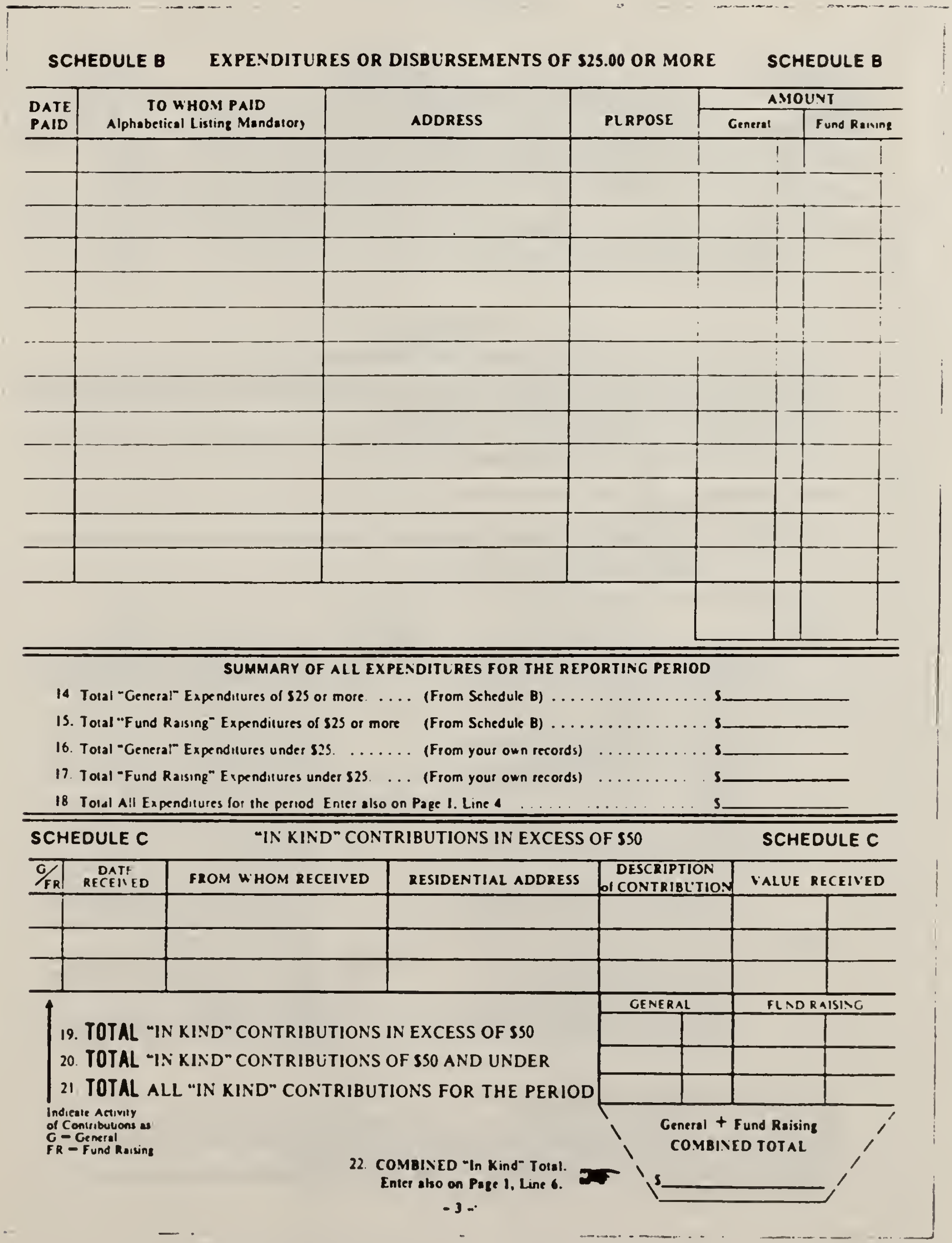
13 Total all receipts for the period Enter also on Page 1, Line 2. . . . . $________________

- 2 -

SAMPLE

FORM CPF M102 - GREEN - 8½" X 11" (FOLDED SIZE)

PAGE 3



SCHEDULE B **EXPENDITURES OR DISBURSEMENTS OF $25.00 OR MORE** **SCHEDULE B**

DATE PAID	TO WHOM PAID Alphabetical Listing Mandatory	ADDRESS	PURPOSE	AMOUNT	
				General	Fund Raising

SUMMARY OF ALL EXPENDITURES FOR THE REPORTING PERIOD

14 Total "General" Expenditures of $25 or more . . . . (From Schedule B) . . . . $__________

15. Total "Fund Raising" Expenditures of $25 or more (From Schedule B) . . . . $__________

16. Total "General" Expenditures under $25. . . . . (From your own records) . . . . $__________

17. Total "Fund Raising" Expenditures under $25. . . . (From your own records) . . . . $__________

18 Total All Expenditures for the period Enter also on Page 1, Line 4 . . . . $__________

SCHEDULE C **"IN KIND" CONTRIBUTIONS IN EXCESS OF $50** **SCHEDULE C**

G/FR	DATE RECEIVED	FROM WHOM RECEIVED	RESIDENTIAL ADDRESS	DESCRIPTION of CONTRIBUTION	VALUE RECEIVED

	GENERAL	FUND RAISING
19. **TOTAL** "IN KIND" CONTRIBUTIONS IN EXCESS OF $50		
20. **TOTAL** "IN KIND" CONTRIBUTIONS OF $50 AND UNDER		
21 **TOTAL** ALL "IN KIND" CONTRIBUTIONS FOR THE PERIOD		

Indicate Activity of Contributions as:
G — General
FR — Fund Raising

General + Fund Raising
COMBINED TOTAL

22. COMBINED "In Kind" Total. Enter also on Page 1, Line 6. ☞ $__________

- 3 -

SAMPLE

FORM CPF M102 - GREEN - $8\frac{1}{2}$" X 11" (FOLDED SIZE)

PAGE 4

SCHEDULE D **LIABILITIES** **SCHEDULE D**

DATE INCURRED	TO WHOM DUE	ADDRESS	PURPOSE	AMOUNT	
	TOTAL, ENTER ALSO ON PAGE 1, LINE 7				

INSTRUCTIONS

FILE ONLY with the CITY or TOWN CLERK or ELECTION COMMISSION.

TOWN ELECTION ONLY: File 8 days preceding the Primary or caucus (if one is held), 8 days preceding the Election, and 30 days after the Election. If all funds have not been collected or expended previous to the report filed 30 days after the Election, a final report shall be filed on or before January 10 of the year following the Election.

CITY ELECTION ONLY: File 8 days preceding the Preliminary or Primary, 8 days preceding the Election, and a final report shall be filed on or before January 10 of the year following the Election.

Read the following descriptions of Filing Categories. Select the one that describes you. Check one box. Follow the instructions printed in *italics* for your category.

CANDIDATE: If you have received no contributions, made no expenditures and incurred no liabilities select Category 1 or 4, as appropriate
All other candidates select Catgeory 2 or 3.

TREASURERS: Select only Category 5, 6 or 7.

Check One **Candidate Categories**

CATEGORY 1 ☐ Report of a candidate who does not have a committee and has not received contributions or made expenditures
Complete Box A on Page 1. Sign and date Box E. Omit remainder of form.

CATEGORY 2 ☐ Report of a candidate who does not have a committee but has received contributions or made expenditures or incurred liabilities
Complete Box A and Lines 1-8 on Page 1 Complete Schedules A-D. Sign Box C. Omit remainder of Page 1

CATEGORY 3 ☐ Report of a candidate who has a committee and the candidate has received contributions made expenditures or incurred liabilities independent of the committee
Complete Box A and Lines 1-8 on Page 1 Complete Schedules A-D Sign Box C Omit remainder of Page 1. Remind your treasurer to file a separate committee report

CATEGORY 4 ☐ Report of a candidate who has a committee but the candidate has not received contributions or made expenditures independent of the committee
Candidate File a COMBINED report with your committee See your treasurer and complete the affidavit in Box F of the committee's report Do not use a separate form Use the same form as the treasurer

Check One **Committee Treasurer Categories**

CATEGORY 5 ☐ Report of the treasurer of a committee organized on behalf of a candidate and the candidate has **not** received contributions or made expenditures independent of the committee.
Treasurer: See Category 4 File a combined report with your candidate. You make out the report Complete Boxes A and B and Lines 1-8 on Page 1 Complete Schedules A-D Sign Box D Omit remainder of Page 1. Arrange with your candidate to complete the affidavit in Box F.

CATEGORY 6 ☐ Report of the treasurer of a committee organized on behalf of a candidate and the candidate has received contributions or made expenditures independent of the committee
Complete Box B and Lines 1-8 on Page 1 Complete Schedules A-D Sign Box D Omit remainder of Page 1 Remind your candidate to make out and file the candidate's separate report disclosing receipts and expenditures transacted by the candidate independent of the committee

CATEGORY 7 ☐ Report of the treasurer of a political committee not organized on behalf of a candidate, for example, referendum committee, committee organized to promote a principle, etc
Complete Box B and Lines 1-8 on Page 1 Complete Schedules A-D Sign Box D. Omit remainder of Page 1

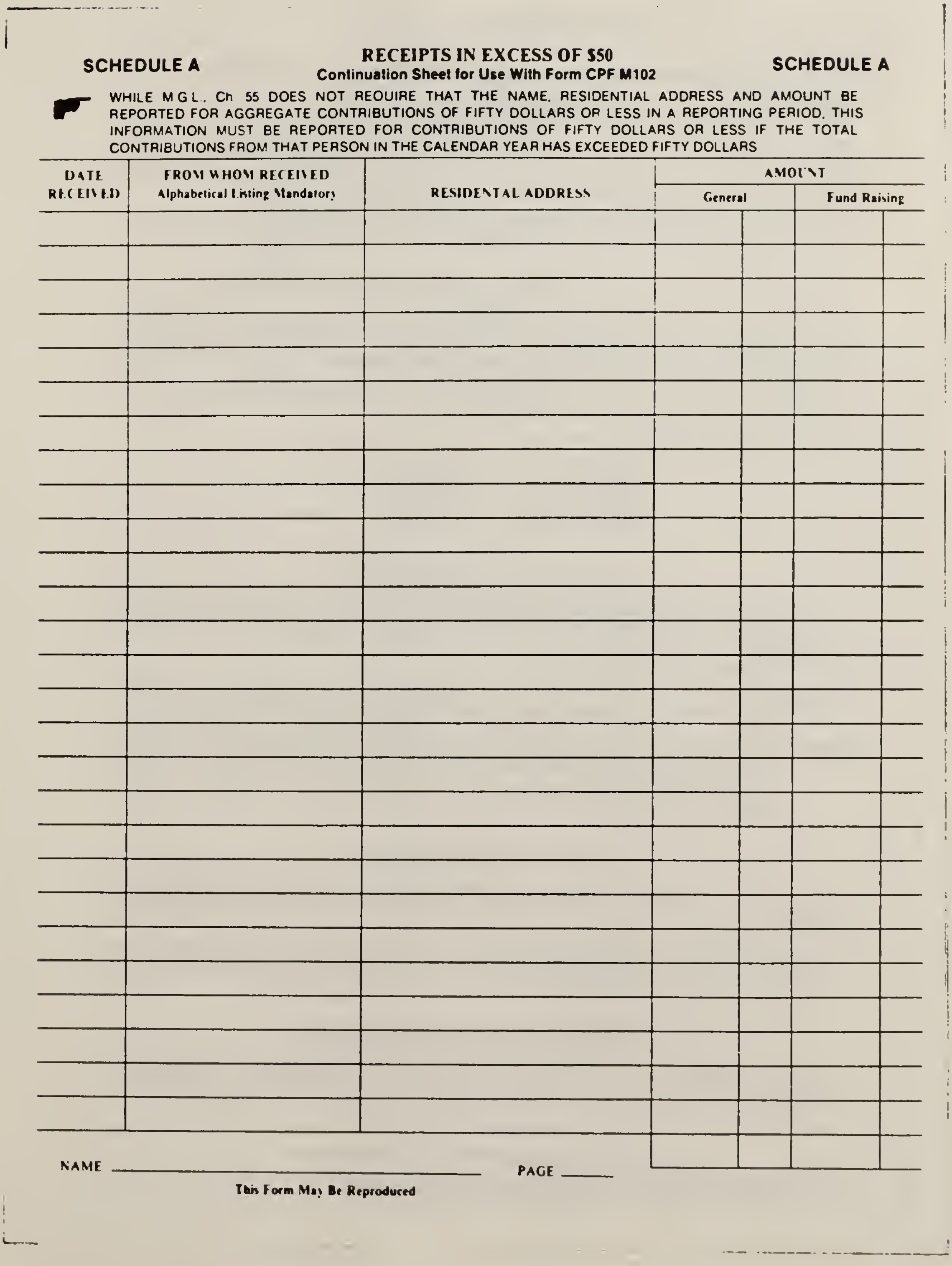
Page 1. Top of Page: Check the appropriate report box
Page 1. Line 1: If this is your initial report enter "0".
Page 1. Bottom of page. The Affidavits in Box E and Box F are for use **only** by candidates who have received **no** contributions, incurred **no** liabilities or made **no** expenditures on their own behalf The purpose of the Affidavits is to provide a simplified form of reporting Such candidates complete Box A and sign either Box E or F as appropriate.
Schedules A-D: If additional space is needed attach 8½ x 11 sheets, identifying the Schedule and using the same format. Identify attached sheets with name of candidate or committee.

SAMPLE

SEPARATE SCHEDULE A - GREEN - 8½" X 11"

FOR USE WITH FORM CPF M102

(FRONT)



SCHEDULE A **SCHEDULE A**

RECEIPTS IN EXCESS OF $50

Continuation Sheet for Use With Form CPF M102

☛ WHILE M.G.L., Ch 55 DOES NOT REQUIRE THAT THE NAME, RESIDENTIAL ADDRESS AND AMOUNT BE REPORTED FOR AGGREGATE CONTRIBUTIONS OF FIFTY DOLLARS OR LESS IN A REPORTING PERIOD, THIS INFORMATION MUST BE REPORTED FOR CONTRIBUTIONS OF FIFTY DOLLARS OR LESS IF THE TOTAL CONTRIBUTIONS FROM THAT PERSON IN THE CALENDAR YEAR HAS EXCEEDED FIFTY DOLLARS

DATE RECEIVED	FROM WHOM RECEIVED Alphabetical Listing Mandatory	RESIDENTIAL ADDRESS	AMOUNT			
			General		Fund Raising	

NAME ____________________ PAGE ______

This Form May Be Reproduced

SAMPLE

SEPARATE SCHEDULE A - GREEN - 8½" X 11"

FOR USE WITH FORM CPF M102

(BACK)

THE FOLLOWING INSTRUCTIONS REFER TO FORM CPF M102

Each candidate and each treasurer must keep detailed accounts of all contributions and expenditures. The treasurer keeps the accounts for the committee. If the candidate handles all activity through the committee, the candidate's account will obviously reflect zero contributions and zero expenditures and such a candidate reports by simply signing the affidavit in Box F of the committee's Form CPF M102. If the candidate does not have a committee, and does not spend or accept any money, her his report will also reflect zero activity and such a candidate reports by signing the affidavit in Box F of Form CPF M102.

A candidate who spends money or receives contributions must complete Form CPF M102 for each reporting period. The treasurer of a committee also completes Form CPF M102 for each period.

The law requires you to identify all funds (whether receipts or expenditures) as either FUND RAISING or GENERAL.

FUND RAISING: These are funds generated as a result of a purchase by the donor, whether it be tickets, buttons, stickers, testimonials, advertisements, etc., regardless of value received or consideration paid. Expenditures made as a direct result of a fund-raising activity are identified as Fund Raising Expenditures.

GENERAL: These are funds received but not as a result of a purchase. Expenditures made but not as a direct result of a fund-raising activity are identified as General Expenditures.

The law further breaks down these two categories into:

RECEIPTS	in excess of $50
RECEIPTS	$50 and under
EXPENDITURES	of $25 or more
EXPENDITURES	of under $25

SCHEDULE A, FORM CPF M102

List all receipts in excess of $50 by date, name and address on Schedule A of Form CPF M102, using either the "General" or "Fund Raising" column, as appropriate. Include multiple contributions from the same donor which aggregately exceed $50 or more in a reporting period. Enter the "General" column total on Line 9, Page 2 of Form CPF M102. Enter the "Fund Raising" total on Line 10.

Keep in your own records the detailed accounts for General and Fund Raising receipts of $50 and under. Enter the total **General** receipts of $50 and under on Line 11. Enter the total **Fund Raising** receipts of $50 and under on Line 12.

☛ WHILE M.G.L., Ch. 55 DOES NOT REQUIRE THAT THE NAME, RESIDENTIAL ADDRESS AND AMOUNT BE REPORTED FOR AGGREGATE CONTRIBUTIONS OF FIFTY DOLLARS OR LESS IN A REPORTING PERIOD, THIS INFORMATION MUST BE REPORTED FOR CONTRIBUTIONS OF FIFTY DOLLARS OR LESS IF THE TOTAL CONTRIBUTIONS FROM THAT PERSON IN THE CALENDAR YEAR HAS EXCEEDED FIFTY DOLLARS.

SCHEDULE B, FORM CPF M102

On Schedule B list all expenditures of $25 or more, using either the General or Fund Raising column as pertinent. Enter the total from the General column on Line 14, Page 3 of Form CPF M102. Enter the Fund Raising expenditure total on Line 15.

In your own records keep information similar to that in Schedule B for expenditures of **under** $25. Total the **General** expenditures of under $25 and enter the amount on Line 16. Similarly enter on Line 17 the total of **Fund Raising** expenditures of under $25 for this reporting period.

SCHEDULE C, FORM CPF M102, Page 3

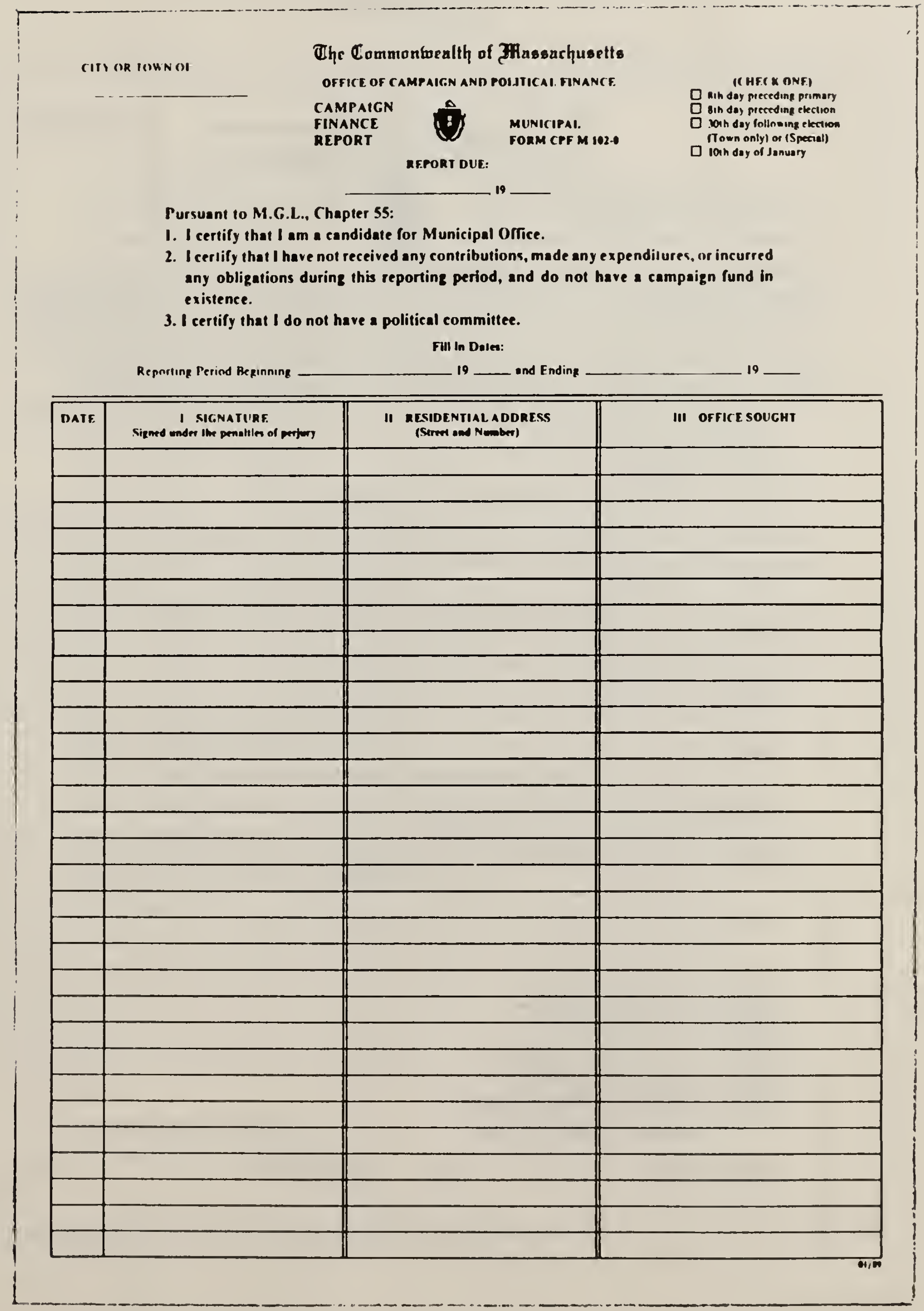
List on Schedule C all "In Kind" contributions, i.e., contributions of value other than cash or checks. **Examples:** Space donated for campaign headquarters, donated furniture or office equipment, etc. Report "In Kind" contributions at fair market value.

SCHEDULE D, FORM CPF M102, Page 4

List on Schedule D all liabilities existing as of the end of the reporting period.

SAMPLE

FORM CPF M102-0 - GREEN - 11" X 15"



CITY OR TOWN OF

____

The Commonwealth of Massachusetts

OFFICE OF CAMPAIGN AND POLITICAL FINANCE

CAMPAIGN
FINANCE
REPORT

MUNICIPAL
FORM CPF M 102-0

REPORT DUE:

__________________ 19 ______

(CHECK ONE)
- ☐ 8th day preceding primary
- ☐ 8th day preceding election
- ☐ 30th day following election (Town only) or (Special)
- ☐ 10th day of January

Pursuant to M.G.L., Chapter 55:

1. **I certify that I am a candidate for Municipal Office.**
2. **I certify that I have not received any contributions, made any expenditures, or incurred any obligations during this reporting period, and do not have a campaign fund in existence.**
3. **I certify that I do not have a political committee.**

Fill In Dates:

Reporting Period Beginning __________________ 19 _____ and Ending __________________ 19 _____

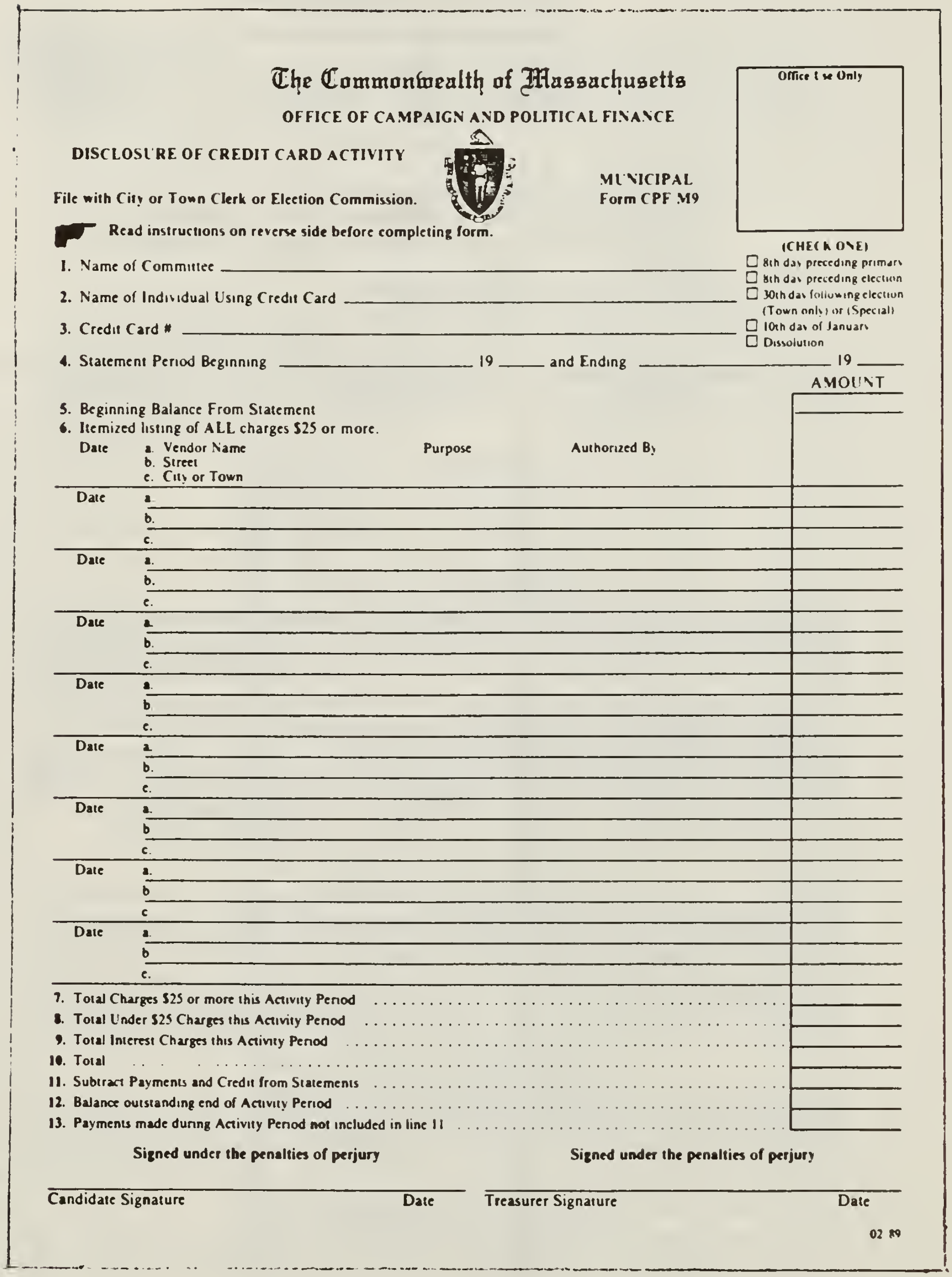
DATE	I SIGNATURE Signed under the penalties of perjury	II RESIDENTIAL ADDRESS (Street and Number)	III OFFICE SOUGHT

SAMPLE

CREDIT CARD ACTIVITY REPORT

FORM CPF M9 - GREEN - 8½" X 11"

(FRONT)



The Commonwealth of Massachusetts

OFFICE OF CAMPAIGN AND POLITICAL FINANCE

DISCLOSURE OF CREDIT CARD ACTIVITY

File with City or Town Clerk or Election Commission.

MUNICIPAL
Form CPF M9

Office Use Only

Read instructions on reverse side before completing form.

(CHECK ONE)
☐ 8th day preceding primary
☐ 8th day preceding election
☐ 30th day following election (Town only) or (Special)
☐ 10th day of January
☐ Dissolution

1. Name of Committee ______________________________
2. Name of Individual Using Credit Card ______________________________
3. Credit Card # ______________________________
4. Statement Period Beginning ______________ 19 ____ and Ending ______________ 19 ____

AMOUNT

5. Beginning Balance From Statement
6. Itemized listing of ALL charges $25 or more.

Date	a. Vendor Name b. Street c. City or Town	Purpose	Authorized By	AMOUNT
Date	a.			
	b.			
	c.			
Date	a.			
	b.			
	c.			
Date	a.			
	b.			
	c.			
Date	a.			
	b.			
	c.			
Date	a.			
	b.			
	c.			
Date	a.			
	b.			
	c.			
Date	a.			
	b.			
	c.			
Date	a.			
	b.			
	c.			

7. Total Charges $25 or more this Activity Period . . . .
8. Total Under $25 Charges this Activity Period . . . .
9. Total Interest Charges this Activity Period . . . .
10. Total . . . .
11. Subtract Payments and Credit from Statements . . . .
12. Balance outstanding end of Activity Period . . . .
13. Payments made during Activity Period not included in line 11 . . . .

Signed under the penalties of perjury **Signed under the penalties of perjury**

Candidate Signature ____________ Date

Treasurer Signature ____________ Date

02 89

SAMPLE

CREDIT CARD ACTIVITY REPORT

FORM CPF M9 - GREEN - 8½" X 11"

(BACK)

INSTRUCTIONS

File with the City or Town Clerk or Election Commission.

A copy of the statement or statements from the credit card issuer must be attached for this report to be complete.

Due date of report:

(a) For candidates and political committees required to file campaign finance reports, the Form CPF M9 ("Disclosure of Credit Card Activity") should be filed on the same schedule as the required campaign finance reports and accompany such reports. The Form CPF M9 shall be complete as of the final day of the most recent credit card statement received prior to the date of filing.

(b) For ballot committees the Form CPF M9 ("Disclosure of Credit Card Activity") must be filed on the same schedule and accompany the campaign finance reports required to be filed on or before the 30th day following the election, the campaign finance reports (if any) required to be filed the fifth day of each month thereafter, and the campaign finance reports required to be filed on or before the 10th day of January. The Form CPF M9 shall be complete as of the final day of the most recent credit statement received prior to the date of the filing.

Item 1. Name of Committee.

Item 4. Statement Period is beginning date from first statement attached and ending date of most recent statement attached.

Item 6. List all charges of $25 or more complete for each charge as to Date, Vendor Name and Address (items a,b,c), the Purpose of the expenditure and the Name of the individual authorizing the expenditure. List amount of charges.

Item 7. Total all charges listed above. If you are submitting additional itemized charges on continuation sheets, be sure to number each page, put committee name on each page, and total each page.

Item 8. Compute total of all under $25 charges not included elsewhere. (Do not include interest charges, see line 9).

Item 9. Total of all interest charges for the Activity Period of this FORM CPF M9 from credit card statements.

Item 10. Total of all charges for this report.

Item 11. Subtract all payments made that appear on credit card statements.

Item 12. Balance on this line should agree with ending balance on most recent credit card statement.

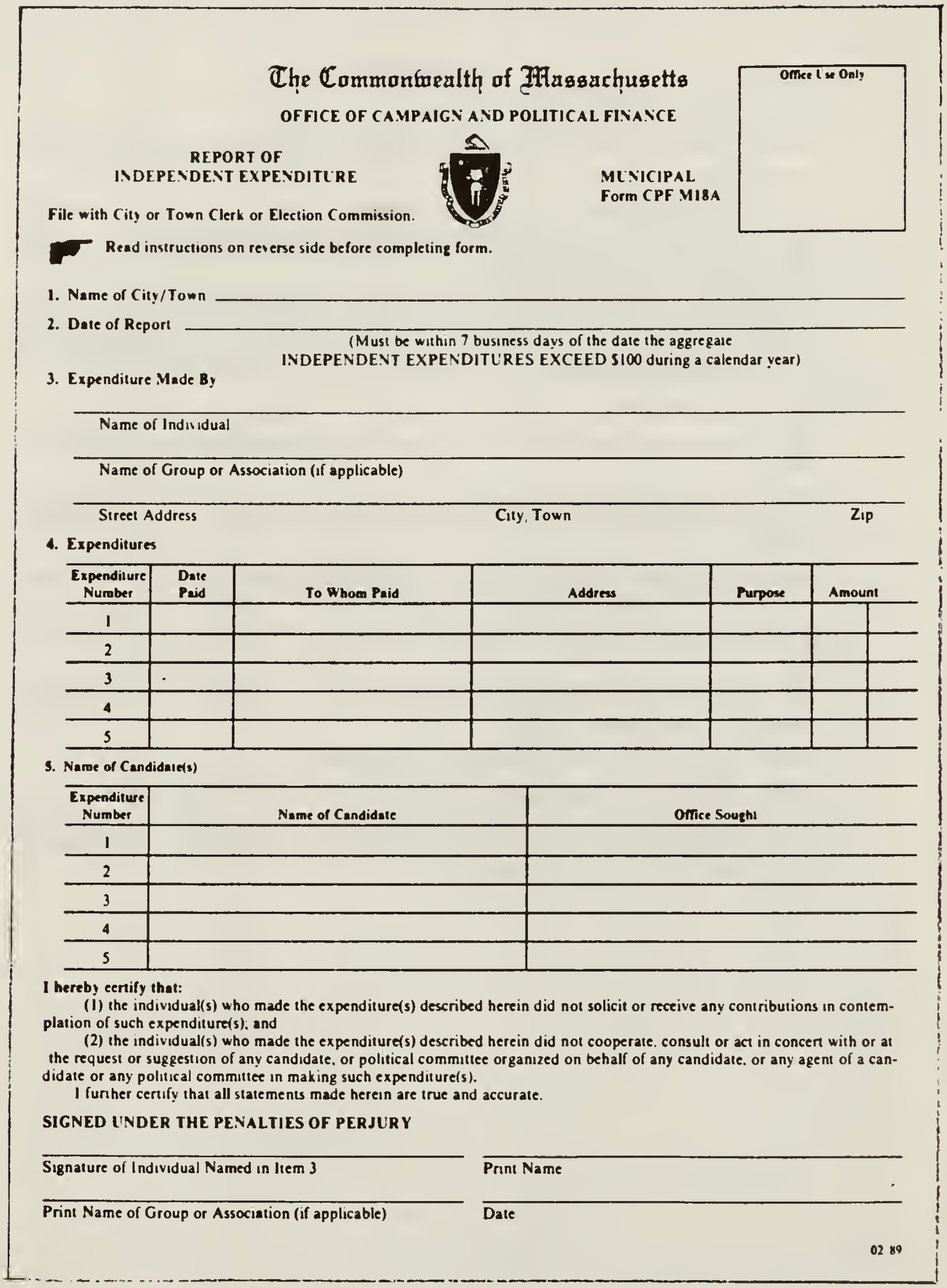
Item 13. Total all payments made not shown credit card statement that have been made prior to the date (including the last day of the month) of the preceding month for filing this Form CPF M9. (Example: report due September, include payments not shown but made by August 31.)

SAMPLE

INDEPENDENT EXPENDITURE REPORT

FORM CPF M18A - GREEN - $8\frac{1}{2}$" X 11"

(FRONT)



The Commonwealth of Massachusetts

OFFICE OF CAMPAIGN AND POLITICAL FINANCE

REPORT OF INDEPENDENT EXPENDITURE

MUNICIPAL
Form CPF M18A

Office Use Only

File with City or Town Clerk or Election Commission.

☛ Read instructions on reverse side before completing form.

1. Name of City/Town ______________________________

2. Date of Report ______________________________

(Must be within 7 business days of the date the aggregate INDEPENDENT EXPENDITURES EXCEED $100 during a calendar year)

3. Expenditure Made By

____
Name of Individual

____
Name of Group or Association (if applicable)

____
Street Address City, Town Zip

4. Expenditures

Expenditure Number	Date Paid	To Whom Paid	Address	Purpose	Amount	
1						
2						
3						
4						
5						

5. Name of Candidate(s)

Expenditure Number	Name of Candidate	Office Sought
1		
2		
3		
4		
5		

I hereby certify that:

(1) the individual(s) who made the expenditure(s) described herein did not solicit or receive any contributions in contemplation of such expenditure(s); and

(2) the individual(s) who made the expenditure(s) described herein did not cooperate, consult or act in concert with or at the request or suggestion of any candidate, or political committee organized on behalf of any candidate, or any agent of a candidate or any political committee in making such expenditure(s).

I further certify that all statements made herein are true and accurate.

SIGNED UNDER THE PENALTIES OF PERJURY

____
Signature of Individual Named in Item 3

____
Print Name

____
Print Name of Group or Association (if applicable)

____
Date

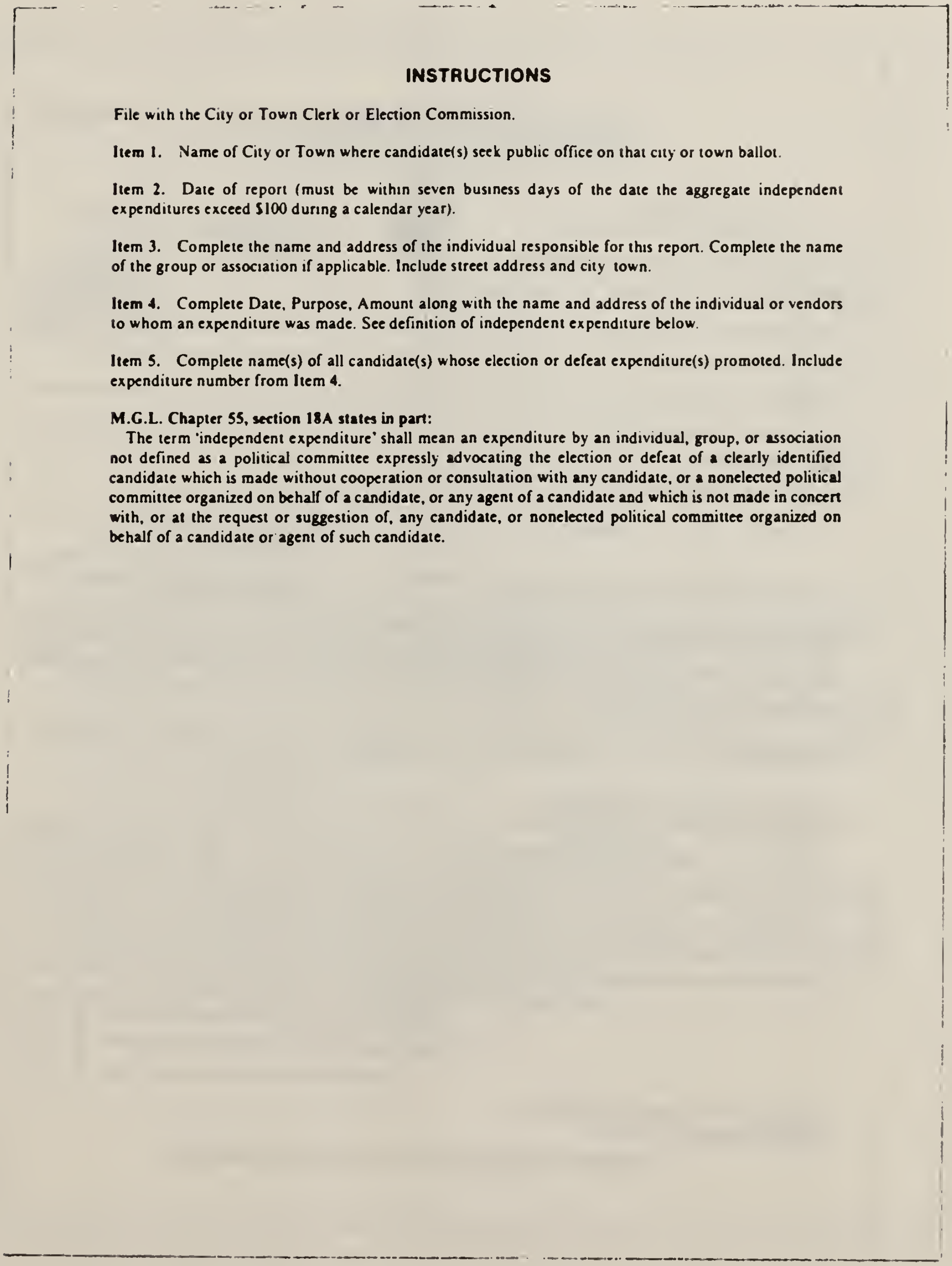
02 89

SAMPLE

INDEPENDENT EXPENDITURE REPORT

FORM CPF M18A - GREEN - 8½" X 11"

(BACK)



INSTRUCTIONS

File with the City or Town Clerk or Election Commission.

Item 1. Name of City or Town where candidate(s) seek public office on that city or town ballot.

Item 2. Date of report (must be within seven business days of the date the aggregate independent expenditures exceed $100 during a calendar year).

Item 3. Complete the name and address of the individual responsible for this report. Complete the name of the group or association if applicable. Include street address and city town.

Item 4. Complete Date, Purpose, Amount along with the name and address of the individual or vendors to whom an expenditure was made. See definition of independent expenditure below.

Item 5. Complete name(s) of all candidate(s) whose election or defeat expenditure(s) promoted. Include expenditure number from Item 4.

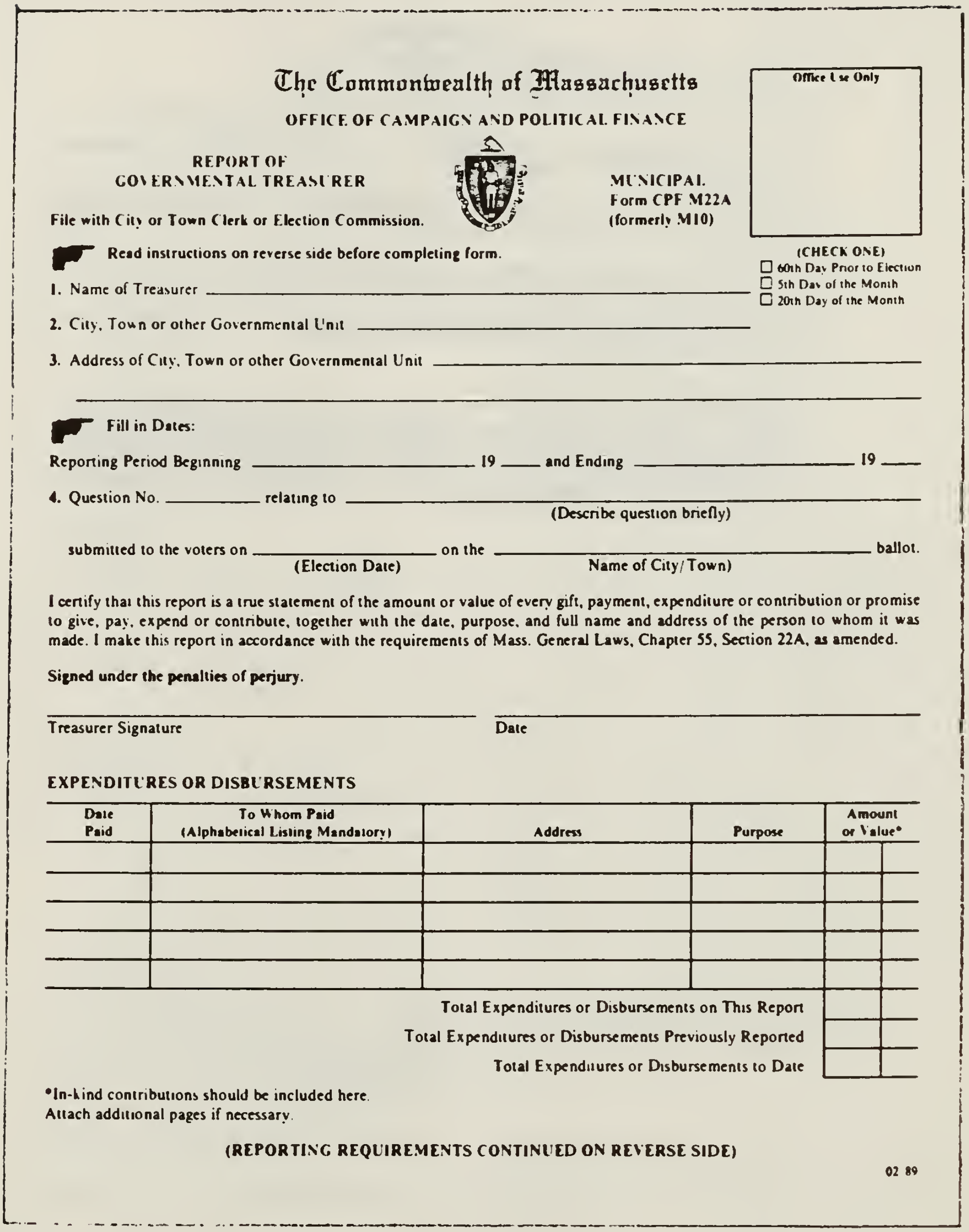
M.G.L. Chapter 55, section 18A states in part:
The term 'independent expenditure' shall mean an expenditure by an individual, group, or association not defined as a political committee expressly advocating the election or defeat of a clearly identified candidate which is made without cooperation or consultation with any candidate, or a nonelected political committee organized on behalf of a candidate, or any agent of a candidate and which is not made in concert with, or at the request or suggestion of, any candidate, or nonelected political committee organized on behalf of a candidate or agent of such candidate.

SAMPLE

TOWN TREASURER'S REPORT

FORM CPF M22A - GREEN - 8½" X 11"

(FRONT)



The Commonwealth of Massachusetts

OFFICE OF CAMPAIGN AND POLITICAL FINANCE

REPORT OF
GOVERNMENTAL TREASURER

MUNICIPAL
Form CPF M22A
(formerly M10)

File with City or Town Clerk or Election Commission.

Office Use Only

(CHECK ONE)
☐ 60th Day Prior to Election
☐ 5th Day of the Month
☐ 20th Day of the Month

☛ **Read instructions on reverse side before completing form.**

1. Name of Treasurer ______________________________

2. City, Town or other Governmental Unit ______________________________

3. Address of City, Town or other Governmental Unit ______________________________

____

☛ **Fill in Dates:**

Reporting Period Beginning ______________ 19 ____ and Ending ______________ 19 ____

4. Question No. __________ relating to ______________________________
(Describe question briefly)

submitted to the voters on ______________ on the ______________________________ ballot.
(Election Date) Name of City/Town)

I certify that this report is a true statement of the amount or value of every gift, payment, expenditure or contribution or promise to give, pay, expend or contribute, together with the date, purpose, and full name and address of the person to whom it was made. I make this report in accordance with the requirements of Mass. General Laws, Chapter 55, Section 22A, as amended.

Signed under the penalties of perjury.

______________________________ ______________________________
Treasurer Signature Date

EXPENDITURES OR DISBURSEMENTS

Date Paid	To Whom Paid (Alphabetical Listing Mandatory)	Address	Purpose	Amount or Value*

Total Expenditures or Disbursements on This Report ________

Total Expenditures or Disbursements Previously Reported ________

Total Expenditures or Disbursements to Date ________

*In-kind contributions should be included here.
Attach additional pages if necessary.

(REPORTING REQUIREMENTS CONTINUED ON REVERSE SIDE)

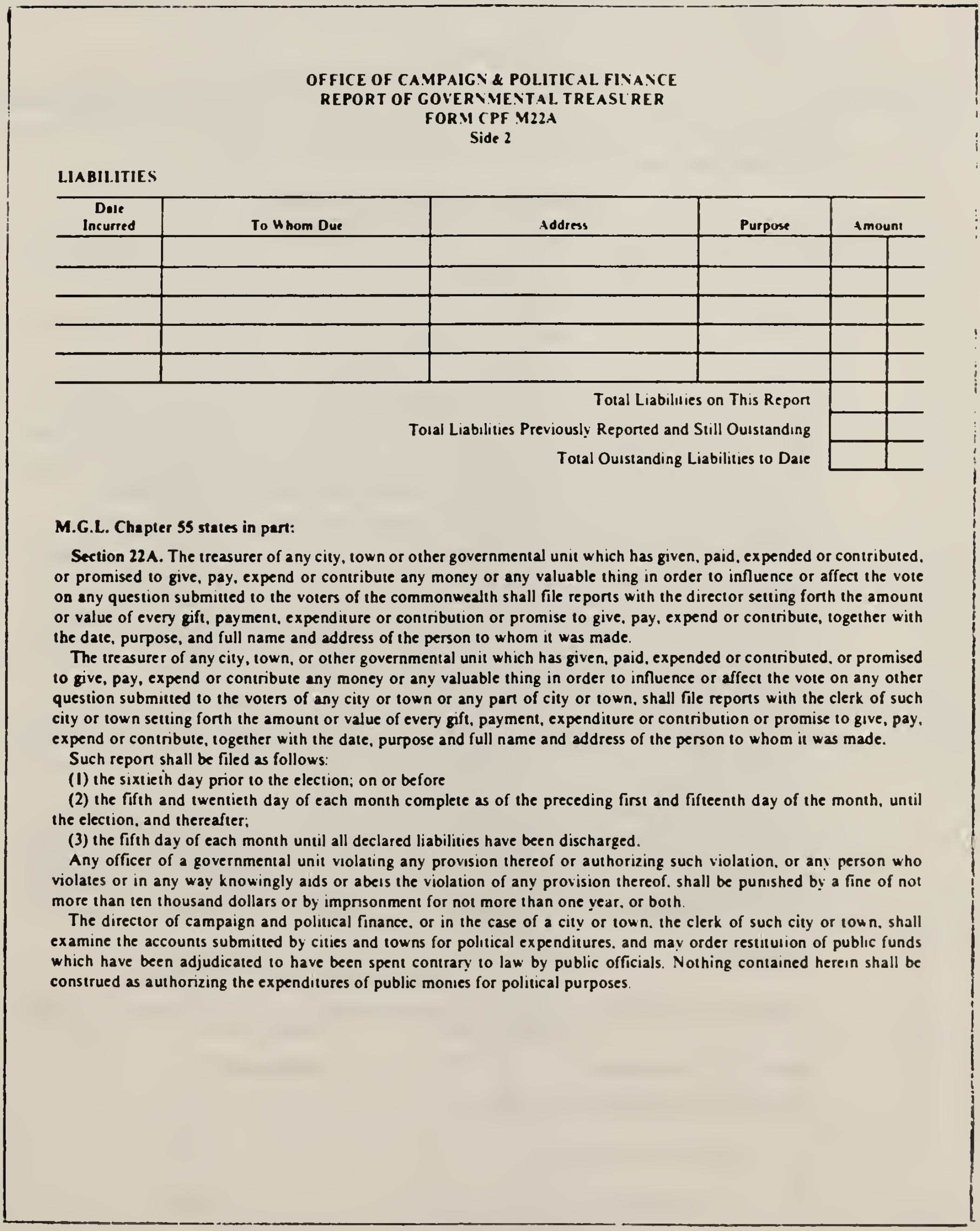
02 89

SAMPLE

TOWN TREASURER'S REPORT

FORM CPF M22A - GREEN - 8½" X 11"

(BACK)



OFFICE OF CAMPAIGN & POLITICAL FINANCE
REPORT OF GOVERNMENTAL TREASURER
FORM CPF M22A
Side 2

LIABILITIES

Date Incurred	To Whom Due	Address	Purpose	Amount	

Total Liabilities on This Report ☐

Total Liabilities Previously Reported and Still Outstanding ☐

Total Outstanding Liabilities to Date ☐

M.G.L. Chapter 55 states in part:

Section 22A. The treasurer of any city, town or other governmental unit which has given, paid, expended or contributed, or promised to give, pay, expend or contribute any money or any valuable thing in order to influence or affect the vote on any question submitted to the voters of the commonwealth shall file reports with the director setting forth the amount or value of every gift, payment, expenditure or contribution or promise to give, pay, expend or contribute, together with the date, purpose, and full name and address of the person to whom it was made.

The treasurer of any city, town, or other governmental unit which has given, paid, expended or contributed, or promised to give, pay, expend or contribute any money or any valuable thing in order to influence or affect the vote on any other question submitted to the voters of any city or town or any part of city or town, shall file reports with the clerk of such city or town setting forth the amount or value of every gift, payment, expenditure or contribution or promise to give, pay, expend or contribute, together with the date, purpose and full name and address of the person to whom it was made.

Such report shall be filed as follows:

(1) the sixtieth day prior to the election; on or before

(2) the fifth and twentieth day of each month complete as of the preceding first and fifteenth day of the month, until the election, and thereafter;

(3) the fifth day of each month until all declared liabilities have been discharged.

Any officer of a governmental unit violating any provision thereof or authorizing such violation, or any person who violates or in any way knowingly aids or abets the violation of any provision thereof, shall be punished by a fine of not more than ten thousand dollars or by imprisonment for not more than one year, or both.

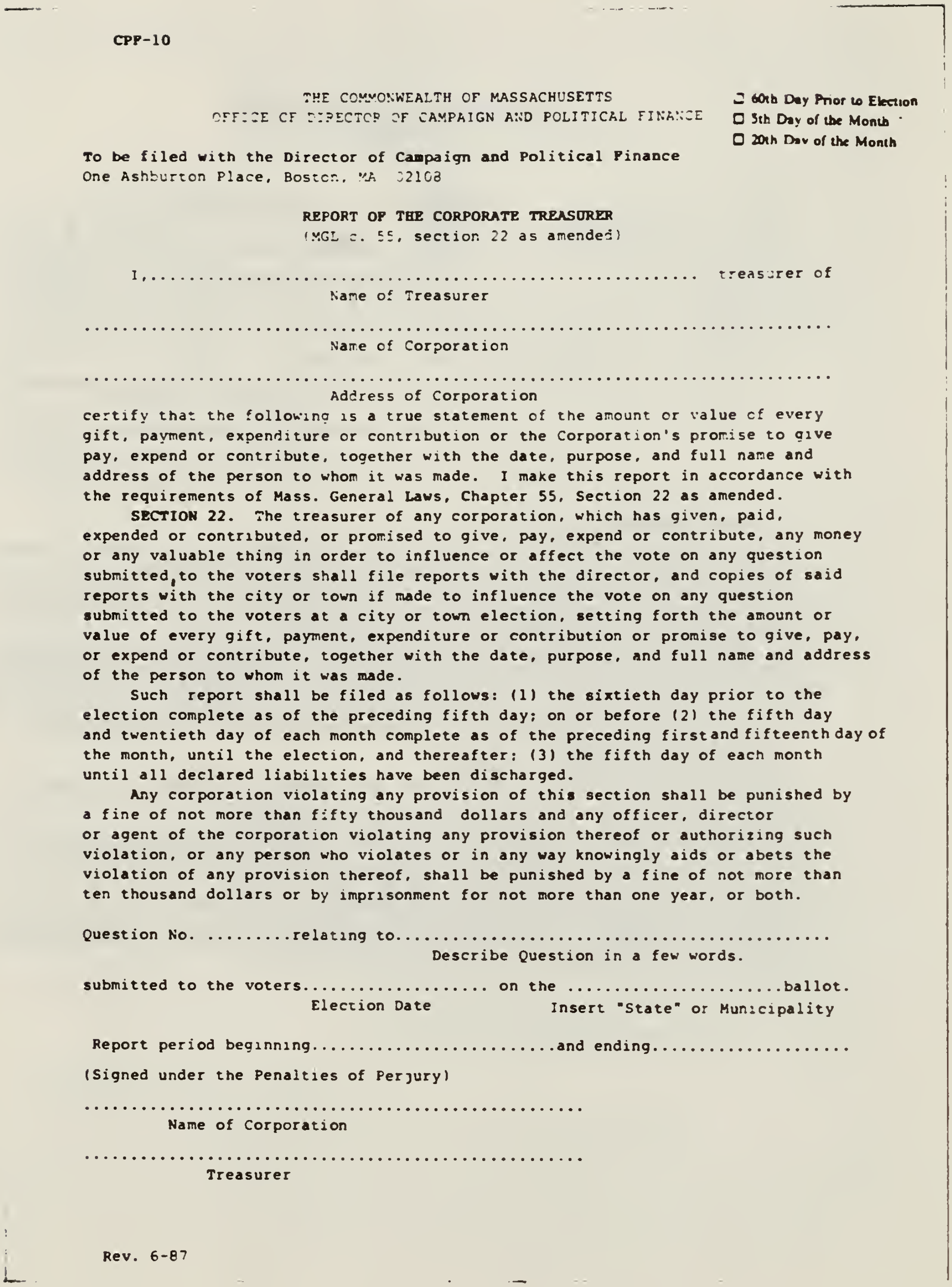
The director of campaign and political finance, or in the case of a city or town, the clerk of such city or town, shall examine the accounts submitted by cities and towns for political expenditures, and may order restitution of public funds which have been adjudicated to have been spent contrary to law by public officials. Nothing contained herein shall be construed as authorizing the expenditures of public monies for political purposes.

SAMPLE

CORPORATE TREASURER'S REPORT

FORM CPF-10 - WHITE - 8½" X 11"

(FRONT)



CPF-10

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF DIRECTOR OF CAMPAIGN AND POLITICAL FINANCE

☐ 60th Day Prior to Election
☐ 5th Day of the Month
☐ 20th Day of the Month

To be filed with the Director of Campaign and Political Finance
One Ashburton Place, Boston, MA 02108

REPORT OF THE CORPORATE TREASURER
(MGL c. 55, section 22 as amended)

I,... treasurer of
Name of Treasurer

....
Name of Corporation

....
Address of Corporation

certify that the following is a true statement of the amount or value of every gift, payment, expenditure or contribution or the Corporation's promise to give pay, expend or contribute, together with the date, purpose, and full name and address of the person to whom it was made. I make this report in accordance with the requirements of Mass. General Laws, Chapter 55, Section 22 as amended.

SECTION 22. The treasurer of any corporation, which has given, paid, expended or contributed, or promised to give, pay, expend or contribute, any money or any valuable thing in order to influence or affect the vote on any question submitted to the voters shall file reports with the director, and copies of said reports with the city or town if made to influence the vote on any question submitted to the voters at a city or town election, setting forth the amount or value of every gift, payment, expenditure or contribution or promise to give, pay, or expend or contribute, together with the date, purpose, and full name and address of the person to whom it was made.

Such report shall be filed as follows: (1) the sixtieth day prior to the election complete as of the preceding fifth day; on or before (2) the fifth day and twentieth day of each month complete as of the preceding first and fifteenth day of the month, until the election, and thereafter: (3) the fifth day of each month until all declared liabilities have been discharged.

Any corporation violating any provision of this section shall be punished by a fine of not more than fifty thousand dollars and any officer, director or agent of the corporation violating any provision thereof or authorizing such violation, or any person who violates or in any way knowingly aids or abets the violation of any provision thereof, shall be punished by a fine of not more than ten thousand dollars or by imprisonment for not more than one year, or both.

Question No. ....relating to...
Describe Question in a few words.

submitted to the voters.................... on the ....ballot.
Election Date — Insert "State" or Municipality

Report period beginning.........................and ending.....................

(Signed under the Penalties of Perjury)

....
Name of Corporation

....
Treasurer

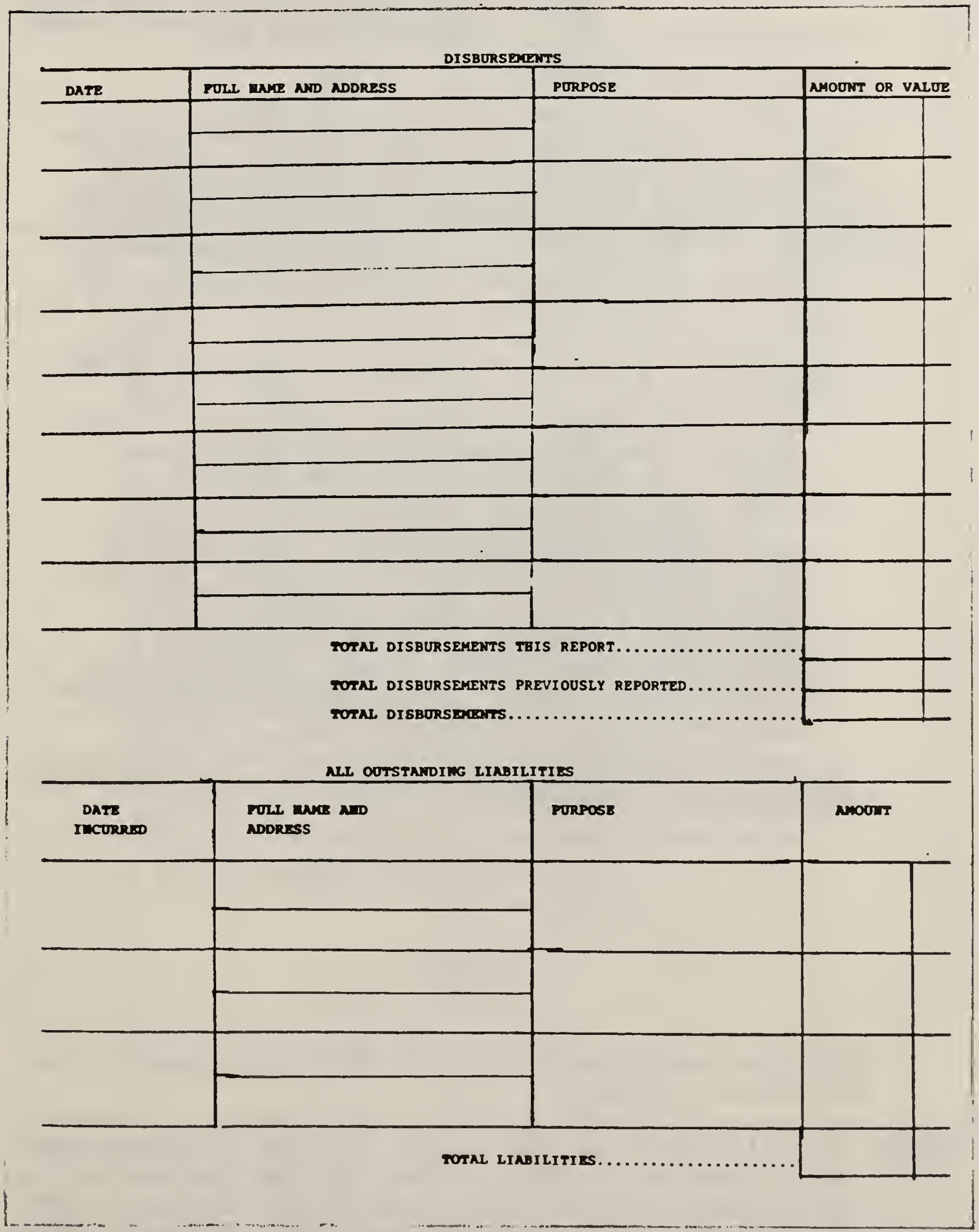
Rev. 6-87

SAMPLE

CORPORATE TREASURER'S REPORT

FORM CPF-10 - WHITE - 8½" X 11"

(BACK)



DISBURSEMENTS

DATE	FULL NAME AND ADDRESS	PURPOSE	AMOUNT OR VALUE

TOTAL DISBURSEMENTS THIS REPORT....................

TOTAL DISBURSEMENTS PREVIOUSLY REPORTED...........

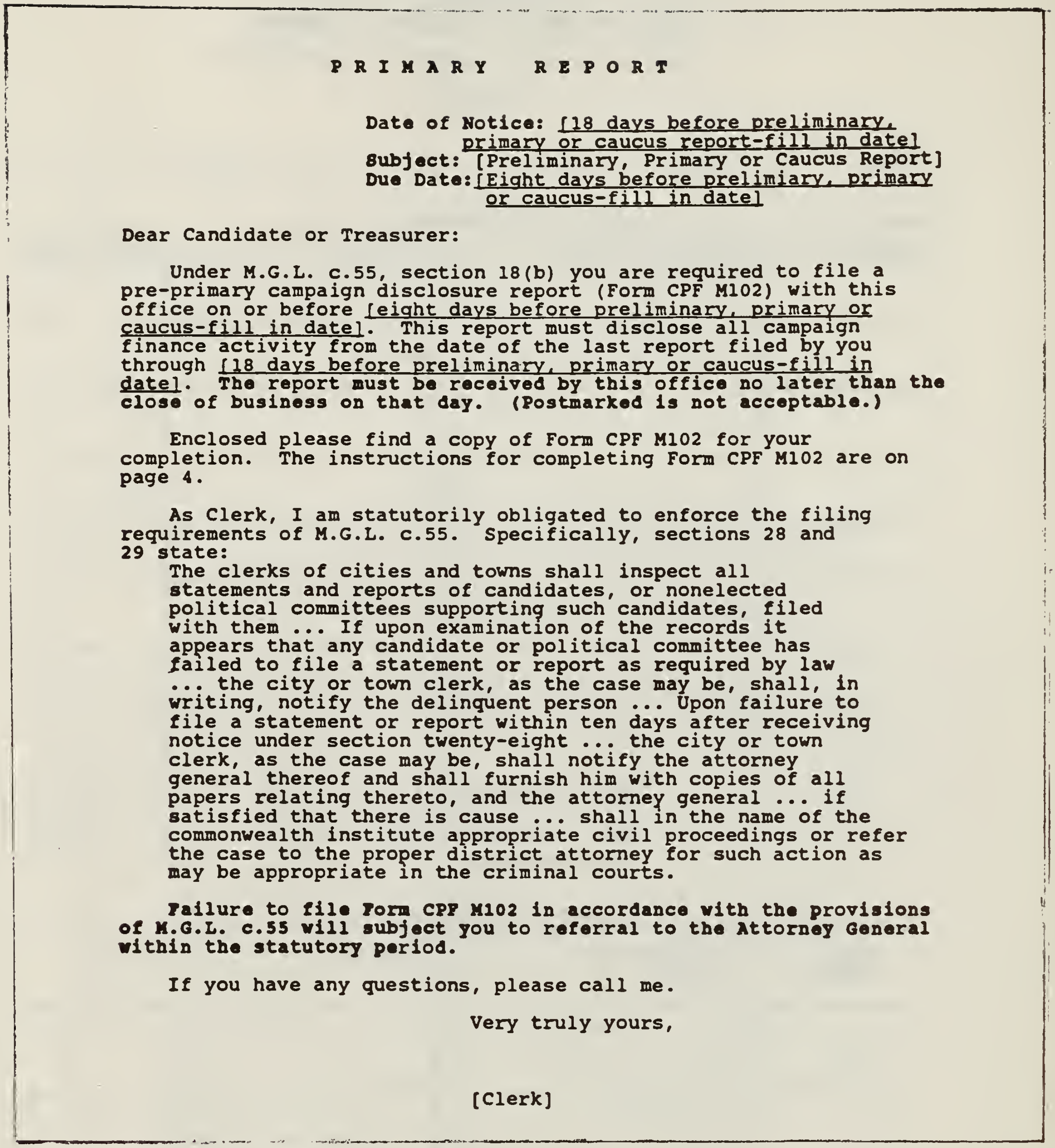
TOTAL DISBURSEMENTS..............................

ALL OUTSTANDING LIABILITIES

DATE INCURRED	FULL NAME AND ADDRESS	PURPOSE	AMOUNT

TOTAL LIABILITIES.......................

SAMPLE



PRIMARY REPORT

Date of Notice: [18 days before preliminary, primary or caucus report-fill in date]
Subject: [Preliminary, Primary or Caucus Report]
Due Date: [Eight days before prelimiary, primary or caucus-fill in date]

Dear Candidate or Treasurer:

Under M.G.L. c.55, section 18(b) you are required to file a pre-primary campaign disclosure report (Form CPF M102) with this office on or before [eight days before preliminary, primary or caucus-fill in date]. This report must disclose all campaign finance activity from the date of the last report filed by you through [18 days before preliminary, primary or caucus-fill in date]. **The report must be received by this office no later than the close of business on that day. (Postmarked is not acceptable.)**

Enclosed please find a copy of Form CPF M102 for your completion. The instructions for completing Form CPF M102 are on page 4.

As Clerk, I am statutorily obligated to enforce the filing requirements of M.G.L. c.55. Specifically, sections 28 and 29 state:

> The clerks of cities and towns shall inspect all statements and reports of candidates, or nonelected political committees supporting such candidates, filed with them ... If upon examination of the records it appears that any candidate or political committee has failed to file a statement or report as required by law ... the city or town clerk, as the case may be, shall, in writing, notify the delinquent person ... Upon failure to file a statement or report within ten days after receiving notice under section twenty-eight ... the city or town clerk, as the case may be, shall notify the attorney general thereof and shall furnish him with copies of all papers relating thereto, and the attorney general ... if satisfied that there is cause ... shall in the name of the commonwealth institute appropriate civil proceedings or refer the case to the proper district attorney for such action as may be appropriate in the criminal courts.

Failure to file Form CPF M102 in accordance with the provisions of M.G.L. c.55 will subject you to referral to the Attorney General within the statutory period.

If you have any questions, please call me.

Very truly yours,

[Clerk]

[Prepared and provided by the Office of Campaign and Political Finance]

NOTE: On all sample letters to be enclosed with Form CPF M102 prepared by OCPF, "that day" at the end of the first paragraph refers to the filing deadline, not to the end of the reporting period. A sample letter similar to the above is provided by OCPF for the pre-election report. Substitute "election" for "preliminary, primary or caucus."

SAMPLE

POST-ELECTION REPORT

Date of Notice: [20 days after election-fill in date]
Subject: Post-Election Report
Due Date: [30 days after election-fill in date]

Dear Candidate or Treasurer:

Under M.G.L. c.55, section 18(b) you are required to file a post-election campaign disclosure report (Form CPF M102) with this office on or before [30 days after election-fill in date]. This report must disclose all campaign finance activity from the date of the last report filed by you through [20 days after election-fill in date]. **The report must be received by this office no later than the close of business on that day. (Postmarked is not acceptable.)**

Enclosed please find a copy of Form CPF M102 for your completion. The instructions for completing Form CPF M102 are on page 4.

As Clerk, I am statutorily obligated to enforce the filing requirements of M.G.L. c.55. Specifically sections 28 and 29 state:

> The clerks of cities and towns shall inspect all statements and reports of candidates, or nonelected political committees supporting such candidates, filed with them ... If upon examination of the records it appears that any candidate or political committee has failed to file a statement or report as required by law ... the city or town clerk, as the case may be, shall, in writing, notify the delinquent person ... Upon failure to file a statement or report within ten days after receiving notice under section twenty-eight ... the city or town clerk, as the case may be, shall notify the attorney general thereof and shall furnish him with copies of all papers relating thereto, and the attorney general ... if satisfied that there is cause ... shall in the name of the commonwealth institute appropriate civil proceedings or refer the case to the proper district attorney for such action as may be appropriate in the criminal courts.

Failure to file Form CPF M102 in accordance with the provisions of M.G.L. c.55 will subject you to referral to the Attorney General within the statutory period.

If you have any questions, please call me.

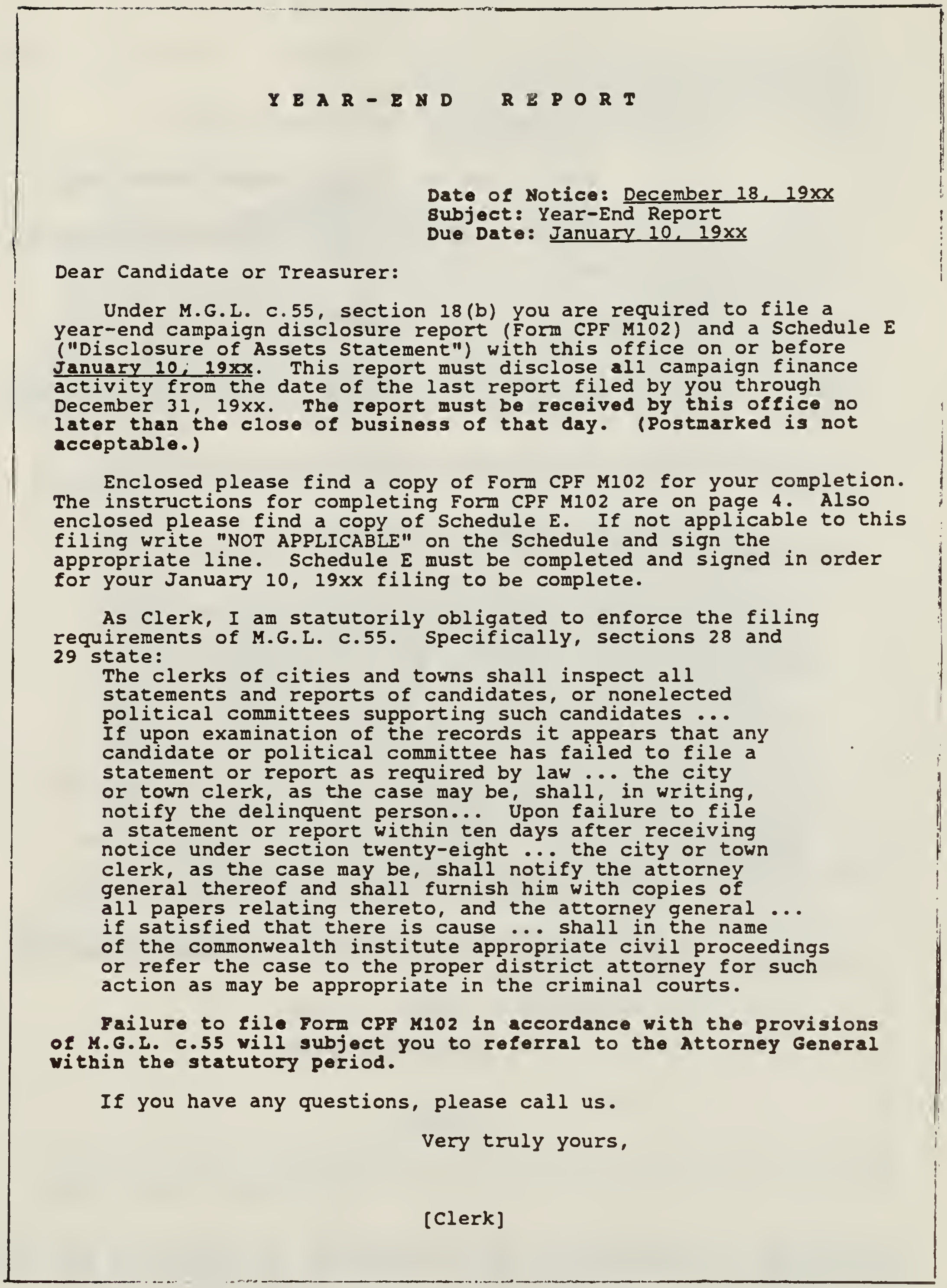
Very truly yours,

[Clerk]

[Prepared and provided by the Office of Campaign and Political Finance]

NOTE: The post-election report may be a final report and in that case, the notice entitled "Year-End Report" would not be needed.

SAMPLE



YEAR-END REPORT

Date of Notice: December 18, 19xx
Subject: Year-End Report
Due Date: January 10, 19xx

Dear Candidate or Treasurer:

Under M.G.L. c.55, section 18(b) you are required to file a year-end campaign disclosure report (Form CPF M102) and a Schedule E ("Disclosure of Assets Statement") with this office on or before January 10, 19xx. This report must disclose all campaign finance activity from the date of the last report filed by you through December 31, 19xx. **The report must be received by this office no later than the close of business of that day. (Postmarked is not acceptable.)**

Enclosed please find a copy of Form CPF M102 for your completion. The instructions for completing Form CPF M102 are on page 4. Also enclosed please find a copy of Schedule E. If not applicable to this filing write "NOT APPLICABLE" on the Schedule and sign the appropriate line. Schedule E must be completed and signed in order for your January 10, 19xx filing to be complete.

As Clerk, I am statutorily obligated to enforce the filing requirements of M.G.L. c.55. Specifically, sections 28 and 29 state:

> The clerks of cities and towns shall inspect all statements and reports of candidates, or nonelected political committees supporting such candidates ... If upon examination of the records it appears that any candidate or political committee has failed to file a statement or report as required by law ... the city or town clerk, as the case may be, shall, in writing, notify the delinquent person... Upon failure to file a statement or report within ten days after receiving notice under section twenty-eight ... the city or town clerk, as the case may be, shall notify the attorney general thereof and shall furnish him with copies of all papers relating thereto, and the attorney general ... if satisfied that there is cause ... shall in the name of the commonwealth institute appropriate civil proceedings or refer the case to the proper district attorney for such action as may be appropriate in the criminal courts.

Failure to file Form CPF M102 in accordance with the provisions of M.G.L. c.55 will subject you to referral to the Attorney General within the statutory period.

If you have any questions, please call us.

Very truly yours,

[Clerk]

[Prepared and provided by the Office of Campaign and Political Finance]

NOTE: This notice would not be needed if a final report has already been received.

SAMPLE LETTER - CAMPAIGN FINANCE REPORTS

(Town Clerk's Letterhead)

Date

Candidate's/Committee Treasurer's Name
Address

Dear [Name]:

Enclosed please find a copy of The Campaign Finance Report Form CPF M102. This form must be completed, signed and filed with this office not later than 5 P.M. on [filing deadline].

You must include on this form all your campaign finance activity from [beginning of reporting period] through [10th day before filing deadline].

Please read the instructions provided to you when you obtained nomination papers [on the back of the form] before completing the form.

If you are a candidate who does not have a political committee, has had no campaign finance activity during the period stated above and has no campaign fund in existence, you may complete the enclosed form by entering "zero" in the spaces provided for amounts. OR, you may come to the office to sign Form CPF M102-0 not later than 5 P.M. on [filing deadline].

If you have any questions, please contact this office at [tel.no.].

Very truly yours,

Town Clerk

SAMPLE LETTER - JANUARY 10TH FILING

ELECTIVE OFFICEHOLDERS

TO: All Elective Officeholders in the Town of [name]

FROM: Town Clerk

SUBJECT: Campaign & Political Finance

DATE: January 4, 19__

To assist you in complying with Chapter 55, Massachusetts General Laws, I am advising you that if you ran for office last year (filing a final report by________________, 19__) or you held office last year, you must file a campaign finance report with this office _if_ you have received contributions and/or made any expenditures relative to present or future town office since the closing date of your last report or _if_ a fund raising event was held for you during the past year. The required campaign finance forms are available in my office.

If I do not hear from you on or before January 10, 19__, I will assume you had no political activity during calendar year 19__ or since the closing date of your last report, whichever is applicable to you.

However, if the last campaign finance report you filed showed a balance or liabilities, you must file a report by January 10, 19__ _even if there is no new activity to report_. If this is your status, you will find form CPF M102 enclosed.

Read the instructions on page 4 before completing the form.

Please contact me at [tel. no.] if you have any questions or if I can be of further help.

Very truly yours,

Town Clerk

SAMPLE LETTER - JANUARY 10TH FILING

REPORT FILED 30TH DAY AFTER ELECTION NOT FINAL

TO: All candidates and political committees who have not filed a final report

FROM: Town Clerk

SUBJECT: Campaign & Political Finance

DATE: January 4, 19__

To assist you in complying with Chapter 55, Massachusetts General Law, I am advising you that you must file a CPF M102 form with this office on or before January 10, 19__ since you have not yet filed a final report following the last annual town election.

A copy of the required form is enclosed. Please read the instructions on page 4 before completing the form.

Political committees must also dissolve before the final report may be filed. They should file the enclosed Schedule E form along with the campaign finance report form.

Please contact me at [tel. no.] if you have any questions or if I can be of further help.

Very truly yours,

Town Clerk

SAMPLE

MUNICIPAL CAMPAIGN FINANCE GUIDE

$3\frac{1}{4}$" X $8\frac{1}{2}$" - FOLDED SIZE

SIDE 1

day following the special election. Candidates should contact their city or town clerk or election commission for specific dates.

The report must be **received** by the city or town clerk or election commission before the close of business on the day the report is due.

DISSOLUTION OF THE COMMITTEE

Consult with the city or town clerk or election commission prior to preparing a statement of dissolution. Committees that do not dissolve must continue to report.

M.G.L. Chapter 55, section 18 provides that all residual funds from campaign accounts shall be donated to the Commonwealth of Massachusetts (Local Aid Fund) c/o State Treasurer's Office, State House, Boston, MA 02133.

POINTS TO REMEMBER

Disclosure Requirements.

- If a candidate has no activity of his/her own, he/she may file a combined report with the committee treasurer. See the instructions on the **FORM CPF M102.**
- A candidate may have only one committee.
- A candidate can not serve as treasurer of his/her own committee.
- Candidates and treasurers are required by law to preserve detailed accounts, vouchers, and receipts for six years from the date of the relevant election. This applies to all candidates regardless of the outcome of the election.
- If a candidate is unsuccessful in the primary, the candidate and treasurer, if any, must continue to file eight days before the election, and 30 days after the election, if filing in a town, or on January 10, if filing in a city.

Limitations on Contributions.

- An individual may contribute up to an aggregate of $1,000 to a candidate and that candidate's committee in a calendar year.
- An individual may contribute up to an aggregate of $1,000 in a calendar year to any other political committee. However, there is no limit on contributions to ballot question committees.
- An individual under age 18 is limited to a total of $25 in political contributions in a calendar year.
- A multi-candidate committee may contribute up to an aggregate of $1,000 to a candidate and that candidate's committee in a calendar year.
- A candidate, a candidate's committee, and a multi-candidate committee may not accept a contribution from a business corporation, or from any association comprised in whole or in part of business corporations.
- The true name and address of the donor must be furnished by the contributor to the receiver of the contribution at the time the contribution is made.
- Contributions listed from a trust, foundation or association must include the names and residential address of its principal officers.
- Contributions from the same person which in the aggregate in a calendar year exceed $50 must be by check or other negotiable instrument.
- Contributions of anything of value other than cash or checks are "in-kind" contributions and are reportable as such. Examples include but are not limited to rental space for campaign headquarters, furniture, office equipment, printing and postage, political advertisements, etc.
- Loans are defined as contributions, except that bank loans made to a candidate in the ordinary course of business are not contributions.

Limitations on Expenditures.

- Expenditures by a committee organized on behalf of a candidate for city or town office may be made for the enhancement of the political future of the candidate so long as such expenditure is not primarily for the candidate's or any other person's personal use. OCPF should be consulted for more specific guidelines on this provision of the law.
- A candidate may make expenditures from his/her personal funds without limitation for the purposes of their own campaign, including making contributions to the committee organized on the candidate's behalf. All such expenditures and contributions must be fully disclosed on **FORM CPF M102.**
- A business corporation may not expend money on behalf of any candidate, candidate's committee, a multi-candidate committee, or committee of a political party.
- An expenditure for an amount exceeding $50 must be made by check.
- The committee organized on behalf of a municipal candidate may not give in the aggregate in a calendar year more than $100 to another candidate's committee and the aggregate of all such contributions in a calendar year may not exceed $1,500.
- Surplus money may be placed in an interest-bearing savings account or money market account. No other type of investment is permitted.

Prohibited Conduct.

- **NO** state, county, city or town employee, other than an elected official, may directly or indirectly solicit or receive any contributions or anything of value for **ANY** political purpose whatsoever.
- Soliciting or receiving campaign contributions by anyone in any public building including a building occupied for any state, county or municipal purpose is prohibited.
- No person in the public service may be compelled to make a political contribution or to render any political service.
- No public official or employee may be prejudiced in their employment for failure to make a political contribution, or be so rewarded for making a political contribution.

From time to time the Director of Campaign and Political Finance issues Advisory Opinions and Interpretive Bulletins answering specific questions relating to M.G.L. Chapter 55. These documents are publicly available from OCPF and may be helpful in offering guidance to candidates and committee treasurers.

02/89

MUNICIPAL CAMPAIGN FINANCE GUIDE

FOR CITY AND TOWN CANDIDATES AND THEIR COMMITTEE TREASURERS

Commonwealth of Massachusetts
Office of
Campaign and Political Finance
Mary F. McTigue, *Director*
One Ashburton Place, Rm. 1007
Boston, MA 02108
(617) 727-8352
(800) 462-OCPF

SAMPLE

MUNICIPAL CAMPAIGN FINANCE GUIDE

$3\frac{1}{4}$" X $8\frac{1}{2}$" - FOLDED SIZE

SIDE 2

THE CAMPAIGN FINANCE LAW

Chapter 55 of the Massachusetts General Laws is a comprehensive statute concerning the financing of political campaigns in the Commonwealth The statute requires, for example, that candidates and political committees disclose contributions received and expenditures made Complete and accurate campaign finance reports which disclose this activity for municipal elections must be filed timely with the city or town clerk or election commission These campaign finance reports are a public record. Reports are signed by candidates and treasurers under the penalties of perjury

The campaign finance laws also provide for limitations, and in some cases absolute prohibitions, on certain sources of campaign contributions Additionally, the ways in which campaign funds may be spent is regulated through the statute as well as through guidelines established by the Office of Campaign and Political Finance ("OCPF"). M.G.L. Chapter 55 also regulates certain conduct surrounding the raising and spending of campaign funds, such as the activities of public employees.

This publication is meant only to be a guide to the campaign finance laws, not a substitute for them. It is the responsibility of all those participating in political campaign financing in Massachusetts to familiarize themselves with the provisions of the law and regulations. Violations of the law carry penalties of fines and imprisonment or both

WHERE TO FILE

Unless otherwise noted, all reports should be filed with the city or town clerk or election commission

WHO MUST FILE

Reports must be filed by the following individuals

> Candidate for nomination or election to city or town offices (except a candidate for member of a representative town meeting or for member of a town, city or ward committee)

Also, please note that under certain circumstances, an individual who accepts a contribution or makes an expenditure may thereby become a candidate even though he/she does not take out nomination papers

> Treasurer of a political committee organized on behalf of a municipal candidate.

A candidate who has filing requirements with the OCPF by virtue of having been a candidate for a state or county office and is now a candidate for a city or town election should contact OCPF for the proper filing procedure.

Candidates for certain regional district-wide offices such as water/sewer commission or district school committee may be required to file reports with city or town clerks or election commission. Anyone else whose name appears on a municipal ballot may also be required to file reports with the city or town clerk or election commission. Please consult with OCPF for a ruling in this matter.

Each candidate and treasurer must file reports because each has the authority to receive and expend campaign funds. Candidates and treasurers are subject to penalties for failure to file such reports.

WHAT FORMS ARE FILED

FORM CPF M101: Statement of Organization of a Political Committee

Although the law does not require one, many candidates do have a committee organized on their behalf Public employees who run for elected office must organize a committee in order to raise funds for their campaign.

A political committee may not accept any contributions or incur any expenses until the treasurer qualifies for the office of treasurer by completing, with his/her signature, and filing **FORM CPF M101** with the city or town clerk or election commission This form contains the names and addresses of the committee chairman and treasurer, as well as finance committee, if any, and the candidate for whom it is organized.

FORM CPF M102: Campaign Finance Report

FORM CPF M102 must be executed by each candidate and each treasurer on or before the various reporting dates This report summarizes the following financial activity

Schedule A—Receipts An alphabetical listing of all individuals who made contributions in excess of $50 in a reporting period including the date the contribution was received and the residential address of the contributor This information must also be reported for receipts of $50 or less if the total contributions from the individual in the calendar year have exceeded $50 Otherwise, the amounts of $50 and under are totaled on one line and included in total receipts

Schedule B—Expenditures An alphabetical listing of all disbursements of $25 or more with the amount and date of payment, the name and address of the payee and the purpose of the expenditure Those amounts under $25 are totaled on one line and included in the total expenditures.

The law requires that all funds (whether receipts or expenditures) be identified as either FUND-RAISING or GENERAL. Refer to the form for further explanation.

Schedule C—In-Kind Contributions Each in-kind contribution representing anything of value other than money whose value is in excess of $50 should be listed with the date and name from whom it was received, and residential address of the contributor and description of the contribution. For those contributions valued $50 and under, a one-line total is included in the total of all in-kind contributions for the period.

Schedule D—Liabilities. An alphabetical listing of all outstanding unpaid obligations as of the last day of the reporting period Included here is the date the liability was incurred, the name and address to whom due and the purpose of the liability.

Schedule E—Disclosure of Assets Statement An asset shall mean an item that has a useful life of more than one year, would be depreciable in a normal business environment, and has a cost value of $1,000 or more at time of acquisition Refer to the schedule for additional information

All of the above information is summarized in a schedule on the front page of the report Additional instructions for completing the **FORM CPF M102** are printed on the form itself

Under the campaign finance law, candidates and treasurers are responsible for the legality, validity, completeness and accuracy of their reports

WHEN TO FILE

FORM CPF M101: Statement of Organization o a Political Committee

This form should be filed the day the committe is organized The committee may not accep contributions nor incur expenses until the form has been filed with the city or town clerk or election commission

Any change in information previously submitte shall be reported to the city or town clerk or election commission within *ten days* followin the change

FORM CPF M102: Campaign Finance Report

The following is a schedule for filing reports Reports must be filed whether or not money has been raised or expended and whether or not the candidate is nominated or elected.

Pre-Primary Report

File on or before the 8th day preceding the city or town preliminary or primary election including a caucus, complete as to 10 days before the due date

Pre-Election Report

File on or before the 8th day preceding the city or town general election, complete as to 10 days before the due date

Post-Election Report

If filing in a town, file report 30 days following th election complete as to 10 days before the du date

If filing in a city, file report on or before January 10 in the following year complete as of December 31

Year-End Report

All candidates and committees having a balanc and/or liabilities, must file reports on or befor January 10 in the following year complete as o December 31 These reports must be filed every year until dissolution.

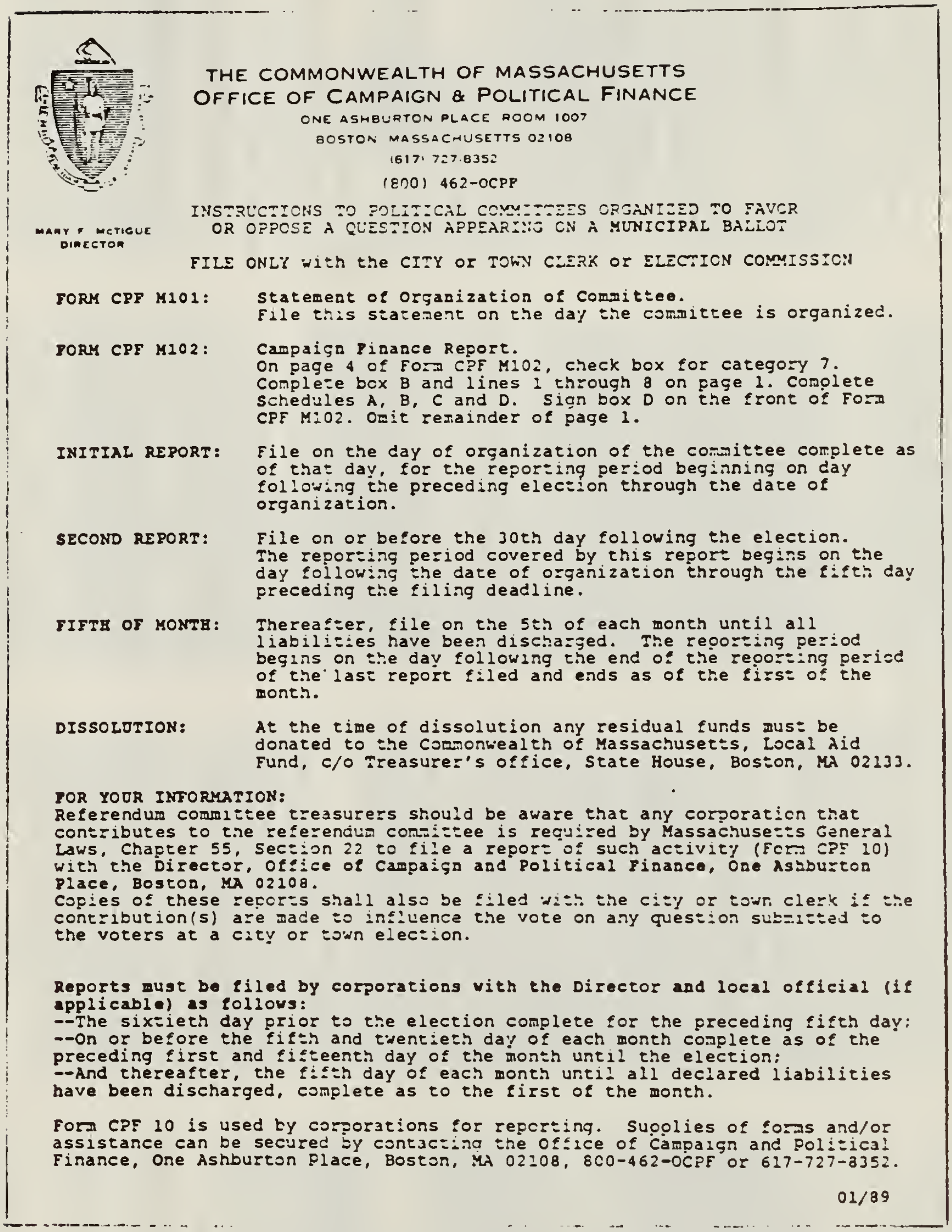
Special Elections

Candidates and treasurers in a special primary or election follow a similar reporting schedule plus an additional report on or before the 30t

SAMPLE

INSTRUCTIONS - BALLOT QUESTION COMMITTEES

GREEN - 8½" X 11"



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF CAMPAIGN & POLITICAL FINANCE
ONE ASHBURTON PLACE ROOM 1007
BOSTON MASSACHUSETTS 02108
(617) 727-8352
(800) 462-OCPF

MARY F. McTIGUE
DIRECTOR

INSTRUCTIONS TO POLITICAL COMMITTEES ORGANIZED TO FAVOR OR OPPOSE A QUESTION APPEARING ON A MUNICIPAL BALLOT

FILE ONLY with the CITY or TOWN CLERK or ELECTION COMMISSION

FORM CPF M101:	**Statement of Organization of Committee.** File this statement on the day the committee is organized.
FORM CPF M102:	Campaign Finance Report. On page 4 of Form CPF M102, check box for category 7. Complete box B and lines 1 through 8 on page 1. Complete Schedules A, B, C and D. Sign box D on the front of Form CPF M102. Omit remainder of page 1.
INITIAL REPORT:	File on the day of organization of the committee complete as of that day, for the reporting period beginning on day following the preceding election through the date of organization.
SECOND REPORT:	File on or before the 30th day following the election. The reporting period covered by this report begins on the day following the date of organization through the fifth day preceding the filing deadline.
FIFTH OF MONTH:	Thereafter, file on the 5th of each month until all liabilities have been discharged. The reporting period begins on the day following the end of the reporting period of the last report filed and ends as of the first of the month.
DISSOLUTION:	At the time of dissolution any residual funds must be donated to the Commonwealth of Massachusetts, Local Aid Fund, c/o Treasurer's office, State House, Boston, MA 02133.

FOR YOUR INFORMATION:
Referendum committee treasurers should be aware that any corporation that contributes to the referendum committee is required by Massachusetts General Laws, Chapter 55, Section 22 to file a report of such activity (Form CPF 10) with the Director, Office of Campaign and Political Finance, One Ashburton Place, Boston, MA 02108.
Copies of these reports shall also be filed with the city or town clerk if the contribution(s) are made to influence the vote on any question submitted to the voters at a city or town election.

Reports must be filed by corporations with the Director and local official (if applicable) as follows:
--The sixtieth day prior to the election complete for the preceding fifth day;
--On or before the fifth and twentieth day of each month complete as of the preceding first and fifteenth day of the month until the election;
--And thereafter, the fifth day of each month until all declared liabilities have been discharged, complete as to the first of the month.

Form CPF 10 is used by corporations for reporting. Supplies of forms and/or assistance can be secured by contacting the Office of Campaign and Political Finance, One Ashburton Place, Boston, MA 02108, 800-462-OCPF or 617-727-8352.

01/89

SAMPLE INSTRUCTIONS

CANDIDATES AND THEIR POLITICAL COMMITTEES

TOWN OF [NAME]

Office of the Town Clerk

CAMPAIGN FINANCES

The Campaign Finance Law, Chapter 55 of the Massachusetts General Laws, is long and complex and carries penalties for violations of up to one year imprisonment and a fine of $1,000.00 in addition to the possibility of losing your voting rights for a period of three years.

The following information has been prepared to help you avoid inadvertent violations of the law. In addition, candidates and political committees may obtain written advisory opinions from the Director, Office of Campaign & Political Finance. If you should have any questions, do not hesitate to call the Town Clerk's office at [tel. no.].

REPORTS

Each candidate and each political committee treasurer is required to file campaign finance reports regardless of whether or not any contributions were received or any expenditures were made.

If your political committee has handled all your campaign finances and you have not received or expended any funds yourself (except to contribute personal funds to your own committee), you must sign the affidavit in Box F on your committee's report.

All reports must be made using green form CPR M102. You were provided with a set of these forms at the time you took out your nomination papers [or, will be sent the form before each filing deadline]. Additional forms are available at the Town Clerk's office. Please read the instructions on page 4 of the form.

If you have no committee and have no campaign finance activity, you may be entitled to sign an affidavit form in the town clerk's office instead of filing a report, but the form must be signed on or before each reporting deadline. Check with the town clerk's office before the deadline.

Be sure to sign and date all reports prior to filing.

FILING DATES [For Annual Town Election held last Monday in March having no preceding caucus, primary or preliminary]

JANUARY 11, 1988: A report must be filed ONLY if you became a candidate prior to January 1, 1988 AND you had some financial transactions during 1987 in connection with your campaign. Check with the Town Clerk's Office for details. [Note: January 10, 1988 was a Sunday so the filing deadline was Monday the 11th]

MARCH 21, 1988: All candidates and political committees must file a report. [Note: 8th day before election was a Sunday so the filing deadline was Monday, the 21st.]

If you have never filed a campaign finance report before, the period to be covered in this report starts on the day after the last election for the office you seek. If the office has a one year term, the period starts on March 31, 1987. If it has a three year term, the period starts on March 26, 1985. If it has a five year term, the period starts on March 29, 1983.

If you have filed a campaign finance report in the past, the period to be covered in this report starts on the day after the last election for the office you seek or on the day after the end of the reporting period of the last report you filed, whichever period is shorter. For example, if you filed a report after the last town election, the period to be covered in this report starts on April 20, 1987. If you filed a report on January 11, 1988, the period for this report starts on January 1, 1988.

For all candidates, the reporting period ends on March 10, 1988.

INSTRUCTIONS (continued)

APRIL 27, 1988: All candidates and political committees must file a report.

This report covers the period March 11, 1988 - April 17, 1988. It may be the last report which needs to be filed, PROVIDED:

1. NO contributions were received after April 17, 1988;
2. there were NO outstanding liabilities as of April 17, 1988; and
3. there are no surplus funds remaining in your campaign account.

If all three of these conditions have been met, candidates may make this their final report simply by noting at the top of the form "FINAL REPORT." Committees should note at the top of the form "FINAL REPORT" and file a written statement that the committee has dissolved and a Schedule E. Forms are available at the Town Clerk's Office. [Note: Adjust text if you do not use a separate statement of dissolution.]

If conditions 1. and 2. have been met, but there are surplus funds remaining in the campaign account, this may be the final report only if the surplus funds are sent to the State Treasurer for deposit in the Local Aid Fund. Make check payable to Commonwealth of Massachusetts and forward it to State Treasurer, State House, Boston, 02133. Note at the top of the campaign finance report form "FINAL REPORT - SURPLUS FUNDS SENT TO STATE TREASURER ON [DATE]." A committee must file a statement of dissolution with the report. [Note: Adjust text if you do not use a separate statement of dissolution]

If you do not wish to file a final report on April 27th, surplus funds may be retained in a savings or money market account and may earn interest. However, you will be required to file subsequent reports until surplus funds are finally disposed of.

JANUARY 10, 1989: Candidates and political committees must file a financial report unless the report filed on April 27, 1988 was a final report.

This report covers the period April 18th - December 31, 1988.

If you have received contributions or made expenditures after April 17th, 1988, or reported any outstanding liabilities on the report filed on April 17, 1988, or if you have any surplus funds, you must file a report on or before January 10, 1989. This may be your final report provided all three (3) conditions listed above under APRIL 27, 1988 have been met. If they have not, you will be required to file a report on January 10th each year until all conditions have been met.

RECORDS:

You should be sure to keep detailed records of all contributions of money or anything of value received by you, or by anyone acting on your behalf, in connection with your campaign. You should also keep detailed records, receipted bills and cancelled checks for all expenditures. These records must be kept for 6 years.

CONTRIBUTIONS:

Record the full name and residential address of each person who has made a contribution of money or anything of value. Also record the amount, item and value if not money, the date received, whether in cash or check, and whether a general or fund raising contribution.

You must report the name, address, amount and date for each contribution of more than $50.00. If a person gives you several small contributions, the aggregate of which is more than $50.00 during a reporting period, you must report his name, address, the total amount and the date of the contributions. If a person has given you several contributions during one or more previous reporting periods, and an additional contribution during the current reporting period which brings the total contribution during this year to more than $50.00, the contribution which results in the total being more than $50.00 must be reported with the contributor's name and address, etc.

However, a contribution received from a trust, foundation or association, a candidate or a political committee must be reported in detail regardless of the size. In addition, a loan must be reported in detail regardless of the size.

You must report the total amount of all contributions of $50.00 or under during a reporting period, but you do not need to include the name and address of each contributor in the report.

Under the law, a contribution includes money, anything of value (in kind contribution), gift, subscription, loan, advance, deposit of money, proceeds from a fund raising activity, discount or rebate not available to other candidates or to the general public and forgiveness of indebtedness or payment of indebtedness by another person.

LIMITATIONS ON CONTRIBUTIONS:

An individual may make a contribution of money or a thing of value to a candidate and a committee organized on his behalf of not more than $1,000 during a calendar year. However, only $50.00 of this may be in cash.

An individual under 18 years of age may not make campaign contributions over $25.00 in the aggregate during any calendar year.

A candidate may, from his personal funds, make expenditures without limitation for his own campaign and may make contributions to his political committee without limitation. However, all expenditures and contributions must be reported.

A candidate may contribute his own personal funds to another candidate, provided such a contribution is voluntary and unsolicited.

No person shall, directly or indirectly, make a campaign contribution in any name except his own, nor in any manner for the purpose of disguising the true origin of the contribution, nor unless he makes his name and residential address known to the person receiving the contribution at the time it is made.

No anonymous contributions may be received. No contributions from business corporations may be received by a candidate or his committee.

EXPENDITURES:

Record the full name and address of each person or business to whom an expenditure is made including the amount or value, the date and the purpose of each expenditure and obtain a receipt.

You will need to report the above information in detail for each expenditure of $25.00 or more. If you have made several small expenditures to the same person or business, the aggregate of which is $25.00 or more, you will also need to report these in detail.

You will need to keep a record of the amount or value, to whom paid and the date and purpose of each expenditure under $25.00, but you will need only to report the aggregate amount of all such expenditures. However, a loan, or an expenditure to a candidate, a political committee or a trust, foundation or association must be reported in detail regardless of the size.

Under the law, an expenditure includes any payment of money, any purchase, distribution, loan, advance, deposit or gift of money or anything of value and any transfer of money or anything of value between political committees.

LIMITATIONS ON EXPENDITURES:

No individual, candidate, political committee, or person acting on their behalf, may make any expenditure for an amount exceeding $50.00, except by check. However, a political committee may obtain and use a credit card for the purchase of goods and services, but not for cash advances or loans.

No campaign contributions may be used for an expenditure that is primarily for the candidate's or any other person's personal use. Detailed information concerning permitted and prohibited campaign expenditures is available from the Town Clerk's Office.

POLITICAL COMMITTEES:

You are not required to appoint a political campaign committee. However, if you are a state, county or municipal employee, it would be wise to have a committee since you are prohibited from soliciting or receiving a campaign contribution. (see "OTHER REGULATIONS")

If you have appointed a campaign coordinator, chairman or manager and a campaign treasurer, you have established a political committee under the law regardless of the informal nature of the appointments. You may act as one of the officers of your committee, except the treasurer. The same person, except the candidate, may hold the position of committee chairman and committee treasurer.

You may have only one political committee organized on your behalf. However, a political committee may be organized on behalf of more than one candidate.

STATEMENT OF ORGANIZATION:

Each political committee must file with the Town Clerk, on official forms provided, a statement of organization which must include the following information:

1. The name of the political committee which must include the candidate's name, for example, Committee to Elect John J. Jones, or the Jones Election Committee. The candidate's surname must be included. His full name may be included.

2. The committee's address. This may be the residential address of the committee chairman or treasurer.

3. A statement of the purpose for which the committee is organized, such as "to elect John H. Jones as a member of the School Committee." Also, check the box next to "Candidate's Committee" and enter the office sought in the space provided.

4. The name and residential address of the chairman and treasurer. Also enter the treasurer's home and office telephone numbers.

5. The name, residential address and title of other principal officers, including officers and members of the finance committee, if any.

6. The name and address of the candidate supported by the committee.

7. The signature of the committee chairman.

8. The written acceptance of the committee treasurer.

9. The written consent of the candidate for whom the committee is organized.

   If the committee is organized on behalf of more than one candidate, the names of all candidates must be entered in item 6, and each candidate must sign his consent in item 9.

Any change in information submitted on the statement of organization must be reported to the Town Clerk within 10 days following the change. A change of committee treasurer must be reported on an official form available from the Town Clerk's office.

RESPONSIBILITIES OF AND LIMITATIONS ON COMMITTEES:

A person acting under the authority of or on behalf of any political committee shall NOT receive any money or anything of value, or expend or disburse the same or incur any expenses until its treasurer has filed his written acceptance with the Town Clerk.

Each treasurer shall keep and preserve detailed accounts, vouchers and receipts as prescribed for the candidate. These records must be kept for 6 years.

No expenditures shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents.

All funds of a political committee must be kept separate from any personal funds of the candidate, or officers, members or associates of the committee.

A duly organized political committee may receive, pay and expend money or other things of value for the enhancement of the political future of the candidate for whom the committee was organized so long as such expenditures are not primarily for the candidate's or other person's personal use.' Detailed information on permitted and prohibited expenditures is available at the Town Clerk's Office.

A political committee may contribute to another political committee and to the campaign fund of a candidate. However, the total contributed by a candidate's committee to any one candidate's committee shall not exceed $100.00, and the total contributed to all other candidate's committees shall not exceed $1,500.00 in a calendar year.

The limitations on cash contributions and expenditures apply to committees as well as to candidates.

OTHER REGULATIONS:

Campaign contributions may not be solicited from another candidate or from any person occupying an elective public office.

No person employed for compensation by the state, county or town, other than an elected officer, may directly or indirectly, solicit or receive any campaign contribution.

A public employee may serve on a political committee but not as its treasurer. A public employee may not use regular working hours to work for the success or defeat of a political candidate or a ballot question. He may not use his home for a political event at which a request for funds will be made, sell or distribute tickets for a fund raising event or include his name on the letterhead of a fund raising letter or in an invitation to a fund raiser, except if he is a candidate, as part of the name of the political committee organized on his behalf.

No person in the public service, whether paid or unpaid, shall, directly or indirectly, give or deliver to another person in the public service, any money or anything of value for any political purpose.

Business corporations may not make contributions to candidates or political committees organized on behalf of candidates.

Contributions for any political purpose may not be solicited or received in any building, all or part of which is used for state, county or municipal purposes or in the area around a such a building.

Municipal facilities or equipment may not be used for political purposes.

A person holding elective public office may contribute to a candidate or a political committee provided the contribution is voluntary and unsolicited.

DEFINITION OF TERMS APPEARING ON REPORT FORMS:

General contributions or expenditures: contributions or expenditures of money or things of value which are not related to a fund raising activity.

Fund raising activities: Coffee or sherry parties at which contributions are received. Testimonials, dinners, etc. for which tickets are sold or a price is charged. Selling campaign buttons, bumper stickers, etc.

In kind contributions: Refreshments served by a host or hostess at a political coffee or sherry party if the refreshments cost more than $50.00. Donated paper, envelopes, stamps, campaign signs or posters, etc. Use of office equipment, halls, etc. without charge, or at less than the price regularly charged to other candidates or the general public.

The value of an in kind contribution must be estimated and entered as the amount on the report.

CHART

CANDIDATES

WHAT	FROM WHOM	WHEN
CPF M101	Treasurer	Immediately upon organization and prior to soliciting/expending.
CPF M102	Candidate/ Treasurer	8 days before primary; 8 days before election; as final report 30 days after election in towns Jan.10th in cities; every Jan.10th for candidates with committees or activity.
CPF M9	Candidate/ Treasurer	Same as above.
CPF M18A	Any individual, group or association not defined as a political committee	Over $100.00 in a calendar year, must file within 7 days of expenditure.
Schedule E	Candidate/ Treasurer	January 10th each year or on dissolution of a committee.

BALLOT QUESTIONS

WHAT	FROM WHOM	WHEN
M101	Treasurer	Immediately upon organization and prior to soliciting/expending.
M102	Treasurer	With the CPF M101 and 30 days after the election and the 5th of each month thereafter until all liabilities are paid.
M9	Treasurer	Same as above.
Schedule E	Candidate/ Treasurer	Janaury 10th each year or on dissolution of a committee.
CPF 10	Corporate or Non-profit Treasurer	60 days before election 5th and 20th of each month thru the election; 5th of each month thereafter until all liabiltites are discharged.
M22A	Governmental Treasurer	Same as above.

[Prepared and provided by the Office of Campaign and Political Finance]

SAMPLE CHECK LIST

CANDIDATES AND THEIR POLITICAL COMMITTEES

		1988			
NAME	1/10	3/21	4/27	1/10/89	DISSOLVED
Adams, John selectman					
Adams committee organized [date]					
Brown, William Sch. Comm.					
Carroll, Alice Assessor					
... Wilson, Frank Selectman					
Wilson Committee organized [date]					

Add the names of write-in candidates required to file reports at the bottom of the list when they become known.

If a report is not required, N/A may be entered on the list. For example, if John Adams were not a candidate until February 2, 1988, N/A may be entered under 1/10 opposite his name.

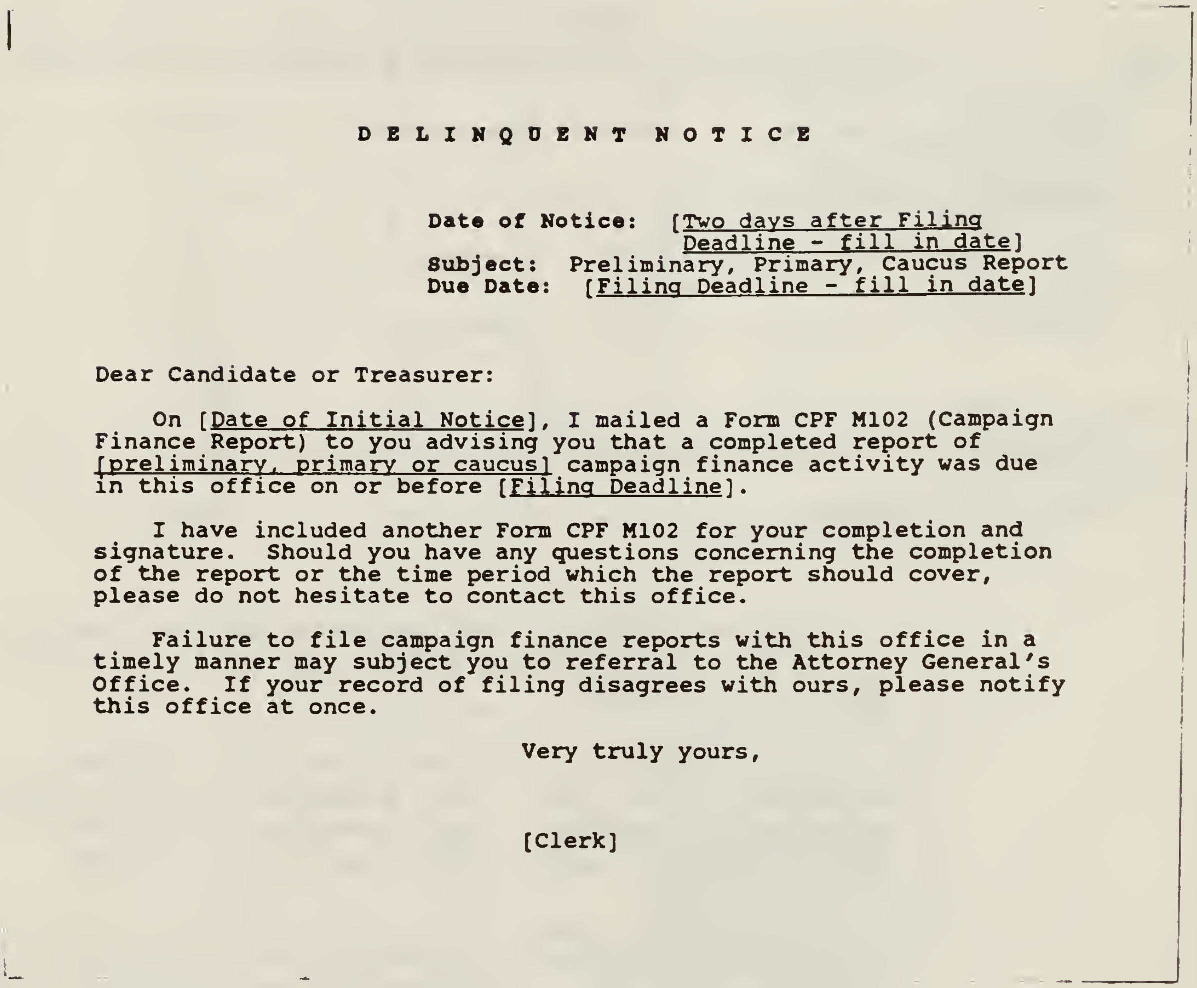
If a final report is filed, "Final" or "F" may be entered under 4/27 opposite the candidate's or committee's name. If a candidate is not required to file a separate report since all financial activity is handled by his committee, enter a note to that effect opposite the candidate's name.

If a report is not filed until after the due date, the date of filing may be entered under the related due date. For example, if the report due 4/27 is not filed until 5/2, enter 5/2 in the column under 4/27.

If the required report is received on 4/27, but it is not a final report, enter the date the final report is received under 1/10/89.

Under a committee name, a date entered after the word "organized" will indicate that the statement of organization has been filed.

SAMPLE



DELINQUENT NOTICE

Date of Notice: [Two days after Filing Deadline - fill in date]
Subject: Preliminary, Primary, Caucus Report
Due Date: [Filing Deadline - fill in date]

Dear Candidate or Treasurer:

On [Date of Initial Notice], I mailed a Form CPF M102 (Campaign Finance Report) to you advising you that a completed report of [preliminary, primary or caucus] campaign finance activity was due in this office on or before [Filing Deadline].

I have included another Form CPF M102 for your completion and signature. Should you have any questions concerning the completion of the report or the time period which the report should cover, please do not hesitate to contact this office.

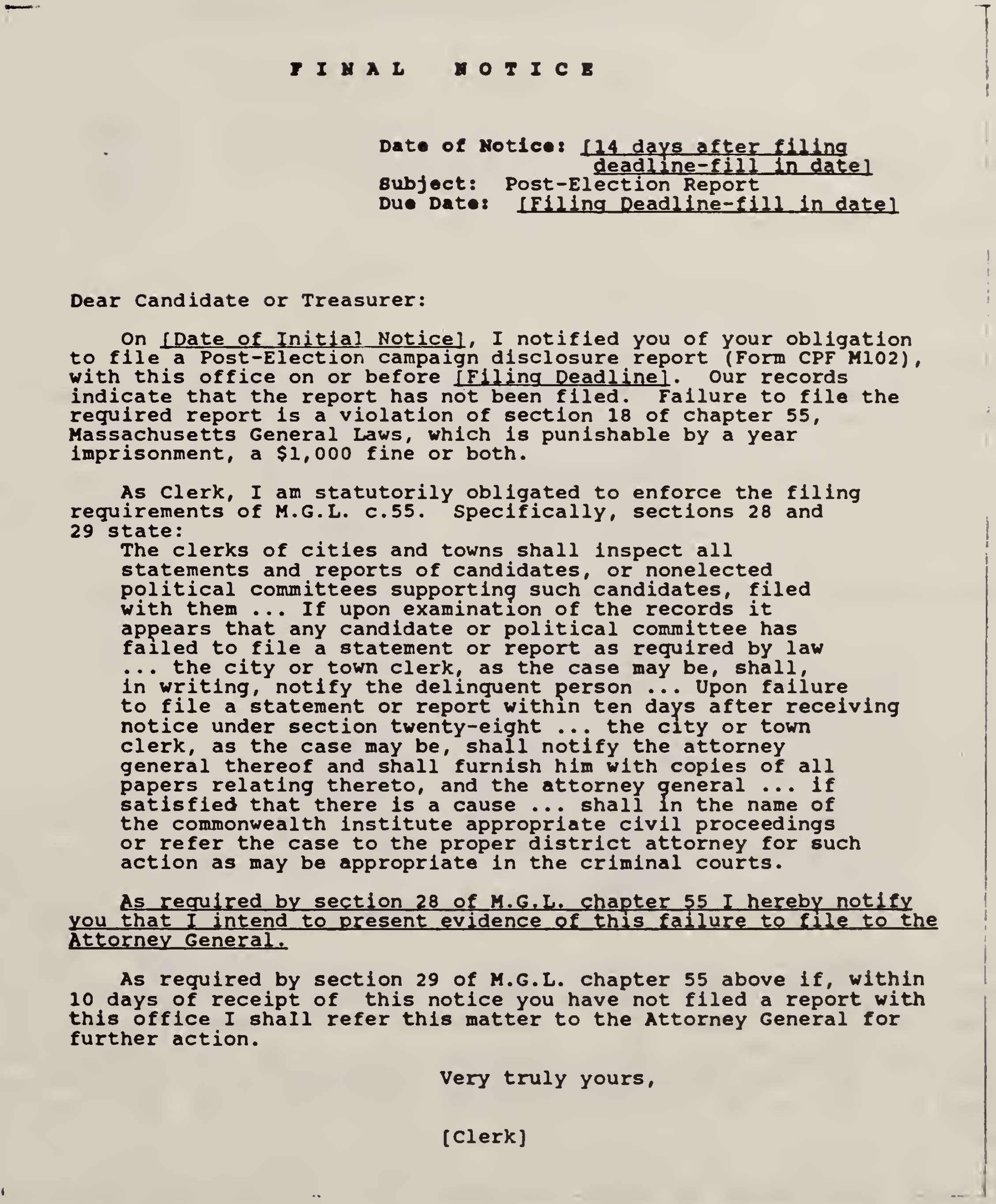
Failure to file campaign finance reports with this office in a timely manner may subject you to referral to the Attorney General's Office. If your record of filing disagrees with ours, please notify this office at once.

Very truly yours,

[Clerk]

[Prepared and provided by the Office of Campaign and Political Finance]

SAMPLE



FINAL NOTICE

Date of Notice: [14 days after filing deadline-fill in date]
Subject: Post-Election Report
Due Date: [Filing Deadline-fill in date]

Dear Candidate or Treasurer:

On [Date of Initial Notice], I notified you of your obligation to file a Post-Election campaign disclosure report (Form CPF M102), with this office on or before [Filing Deadline]. Our records indicate that the report has not been filed. Failure to file the required report is a violation of section 18 of chapter 55, Massachusetts General Laws, which is punishable by a year imprisonment, a $1,000 fine or both.

As Clerk, I am statutorily obligated to enforce the filing requirements of M.G.L. c.55. Specifically, sections 28 and 29 state:

> The clerks of cities and towns shall inspect all statements and reports of candidates, or nonelected political committees supporting such candidates, filed with them ... If upon examination of the records it appears that any candidate or political committee has failed to file a statement or report as required by law ... the city or town clerk, as the case may be, shall, in writing, notify the delinquent person ... Upon failure to file a statement or report within ten days after receiving notice under section twenty-eight ... the city or town clerk, as the case may be, shall notify the attorney general thereof and shall furnish him with copies of all papers relating thereto, and the attorney general ... if satisfied that there is a cause ... shall in the name of the commonwealth institute appropriate civil proceedings or refer the case to the proper district attorney for such action as may be appropriate in the criminal courts.

As required by section 28 of M.G.L. chapter 55 I hereby notify you that I intend to present evidence of this failure to file to the Attorney General.

As required by section 29 of M.G.L. chapter 55 above if, within 10 days of receipt of this notice you have not filed a report with this office I shall refer this matter to the Attorney General for further action.

Very truly yours,

[Clerk]

[Prepared and provided by the Office of Campaign and Political Finance]

SAMPLE NOTICE OF APPARENT VIOLATION

(Town Clerk's Letterhead)

TO: [Candidate or Committee Treasurer]

FROM: Town Clerk

DATE:

Careful examination of the records of this office indicate that you are apparently in violation of Section 18 of Chapter 55 of the Massachusetts General Laws for the reason checked below:

_____ No campaign finance report was filed on ____[due date]______ for the period covering ____[date]___ to ________[date]_____. A copy of the report form is enclosed.

The campaign finance report you filed on _______[date]_____

_____ did not contain all the required information
_____ was not signed
_____ contained errors which must be corrected
_____ contained apparently illegal contributions
_____ contained apparently illegal expenditures
_____ other____
_____ A complaint has been filed by five registered voters of the town concerning your failure to file a report/the report you filed on ____[date]_____. A copy of the complaint containing the reasons and a copy of evidence presented are enclosed.

Your immediate attention to this matter is required. If you do not respond to this notice within 10 days, the Town Clerk is required by section 29 of Chapter 55 of the General Laws to notify the Attorney General of an apparent violation of section 18 of Chapter 55. The penalty for such violation is a fine of not more than $1,000.00 or imprisonment for not more than one year, or both.

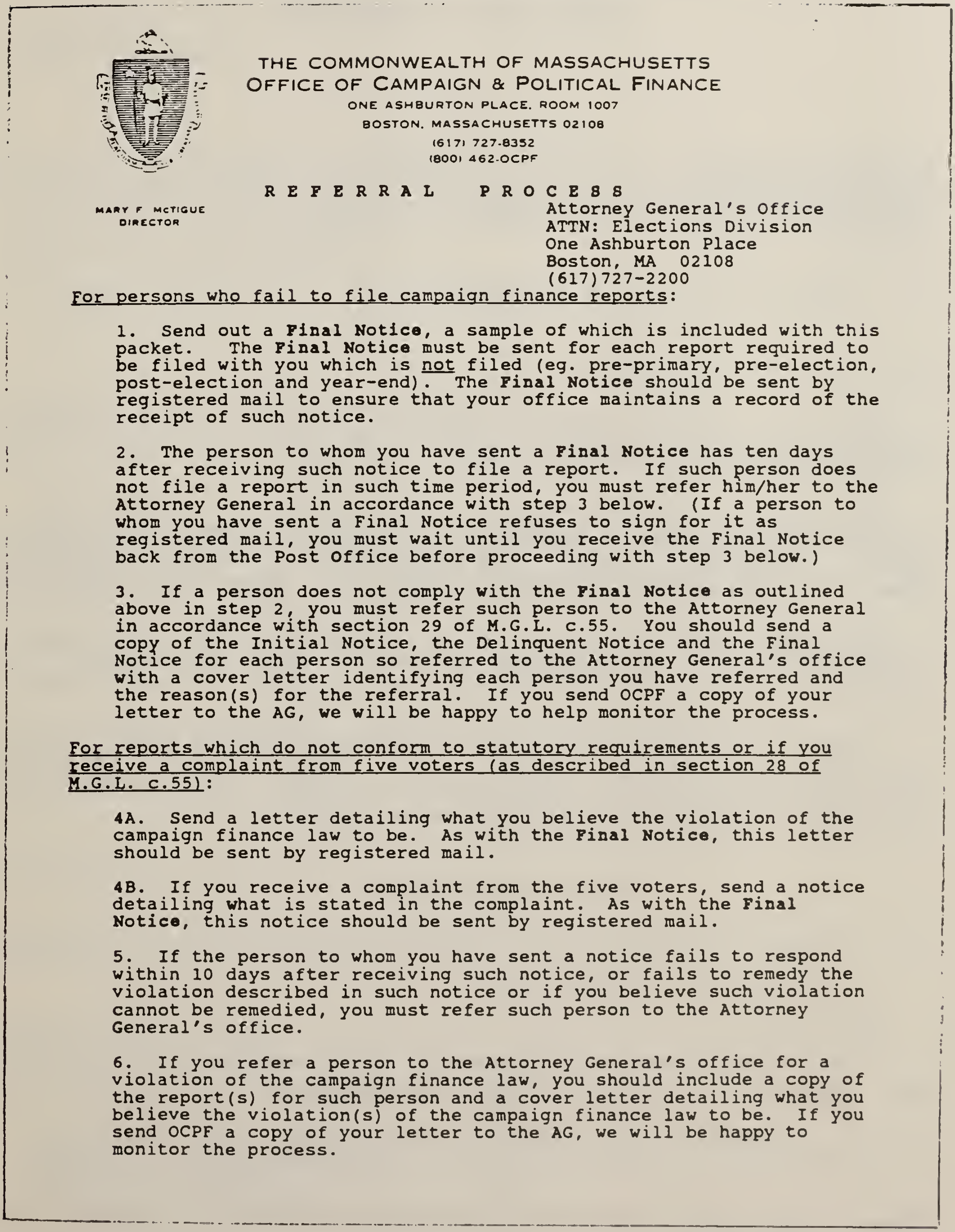
Please contact me as soon as possible. I certainly want to avoid having to take further action, but if I do not hear from you, I will have no other choice.

Very truly yours,

Town Clerk

SAMPLE

REFERRAL PROCESS



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF CAMPAIGN & POLITICAL FINANCE
ONE ASHBURTON PLACE, ROOM 1007
BOSTON, MASSACHUSETTS 02108
(617) 727-8352
(800) 462-OCPF

MARY F. McTIGUE
DIRECTOR

REFERRAL PROCESS

Attorney General's Office
ATTN: Elections Division
One Ashburton Place
Boston, MA 02108
(617)727-2200

For persons who fail to file campaign finance reports:

1. Send out a **Final Notice**, a sample of which is included with this packet. The **Final Notice** must be sent for each report required to be filed with you which is not filed (eg. pre-primary, pre-election, post-election and year-end). The **Final Notice** should be sent by registered mail to ensure that your office maintains a record of the receipt of such notice.

2. The person to whom you have sent a **Final Notice** has ten days after receiving such notice to file a report. If such person does not file a report in such time period, you must refer him/her to the Attorney General in accordance with step 3 below. (If a person to whom you have sent a Final Notice refuses to sign for it as registered mail, you must wait until you receive the Final Notice back from the Post Office before proceeding with step 3 below.)

3. If a person does not comply with the **Final Notice** as outlined above in step 2, you must refer such person to the Attorney General in accordance with section 29 of M.G.L. c.55. You should send a copy of the Initial Notice, the Delinquent Notice and the Final Notice for each person so referred to the Attorney General's office with a cover letter identifying each person you have referred and the reason(s) for the referral. If you send OCPF a copy of your letter to the AG, we will be happy to help monitor the process.

For reports which do not conform to statutory requirements or if you receive a complaint from five voters (as described in section 28 of M.G.L. c.55):

4A. Send a letter detailing what you believe the violation of the campaign finance law to be. As with the **Final Notice**, this letter should be sent by registered mail.

4B. If you receive a complaint from the five voters, send a notice detailing what is stated in the complaint. As with the **Final Notice**, this notice should be sent by registered mail.

5. If the person to whom you have sent a notice fails to respond within 10 days after receiving such notice, or fails to remedy the violation described in such notice or if you believe such violation cannot be remedied, you must refer such person to the Attorney General's office.

6. If you refer a person to the Attorney General's office for a violation of the campaign finance law, you should include a copy of the report(s) for such person and a cover letter detailing what you believe the violation(s) of the campaign finance law to be. If you send OCPF a copy of your letter to the AG, we will be happy to monitor the process.

SAMPLE NOTICE TO ATTORNEY GENERAL

(Town Clerk's Letterhead)

Date

Attorney General
Elections Division
One Ashburton Place, 20th Floor
Boston, MA 02108

Re: apparent violation of Chapter 55

Dear Attorney General:

This is to notify you, as required by Section 29 of Chapter 55, that I have reason to believe there has been a violation of the Campaign Finance Law.

The Campaign Finance Report, form CPF M102, filed in this office by [candidate's/committee treasurer's name] of [address] on [date], the 30th day after the annual town election, contains the name of a business corporation in Schedule A as a contributor.

The candidate/committee treasurer was notified of an apparent violation of law, as required by Section 28 of Chapter 55, on [date(s)] but I have not received any response to that notice.

I have enclosed a copy of the Campaign Finance Report filed, a copy of the notice(s), a copy of the return receipt(s) signed by the candidate/committee treasurer [or agent], and a copy of the ballot on which the candidate's name appears.

Very truly yours,

Town Clerk

CC: Office of Campaign & Political Finance

NOTE: The notice should be sent by certified mail, return receipt requested.

SAMPLE COMPLAINT

To: Town Clerk
Town of [name]

Date:

We, the undersigned, make a complaint against [candidate's/committee's name] under the provision of Section 28 of Chapter 55 of the Massachusetts General Laws because his [its] campaign finance report filed on [date] does not contain accurate information [was not filed].

State alleged violation of law in space below:

Attached please find a copy the evidence to support our complaint.

(At least 5 registered voters of the town must sign below.)

Signature as registered   Address where registered

____

____

____

____

____

Signed under the penalties of perjury.

____
Complainant's signature (Must be one of the above signers.)

Complaint must be filed with the Town Clerk within 10 days after the due date for the report, if no report has been filed, or within 10 days after the report was filed.

NOTE: A form as shown above may be provided upon request. However, the complainants (or their attorney) may prepare their own complaint.

SAMPLE NOTICE OF COMPLAINT

(Town Clerk's Letterhead)

Date

Candidate's/Committee Treasurer's Name
Address

Dear [Name]:

This is to notify you that a complaint was filed in this office by five registered voters of the town on [date] under Chapter 55, section 28 of the Massachusetts General Laws. The complaint relates to the campaign finance report you filed in this office on [date] and alleges that you have violated The Campaign Finance Law.

A copy of the complaint, together with a copy of the evidence presented to support the complaint, is enclosed.

It is essential that you provide this office with a written response to the complaint immediately upon receipt of this notice. If you do not respond or if your response is not satisfactory, I am required by law to notify the Attorney General of the complaint.

Very truly yours,

Town Clerk

NOTE: The notice should be sent by certified mail, return receipt requested.

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